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ABSTRACT

This comprehensive plan for library development in Vermont over a five year period is the result of extensive consultation with professionals in the field, the State Advisory Council on Libraries, and the U.S. Department of Education. Focusing on the role of the Vermont Department of Libraries as the implementor of the long range program of improvement under the auspices of the Library Services and Construction Act (LSCA), this report has been divided into three categories--Titles I, II, and III. Title I includes 12 aspects: (1) public library areas without service; (2) public library areas with inadequate service; (3) services to the disadvantaged (culturally, socially, economically, and educationally); (4) service to the visually and physically handicapped; (5) institutional program; (6) strengthening the state administrative agency; (7) services to the elderly; (8) literacy programs; (9) community information and referral centers; (10) services to the limited English speaking; (11) LSCA administration; and (12) services to urban libraries. Information provided on Title II (facilities) and Title III (interlibrary cooperation and resource sharing) activities include the assessed need, goals and objectives, policies, procedures, priorities, criteria for evaluating project proposals, and evaluation procedures for funded projects. Minimum standards for Vermont public libraries are appended. (CGD)

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LIBRARY SERVICES AND CONSTRUCTION ACT

A LONG RANGE PROGRAM

FOR LIBRARY DEVELOPMENT

IN VERMONT

FY88-FY92

ED289522

Revised October 1987

IR052241

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This document has been prepared in compliance with Section 6(d) of the Library Services and Construction Act and with 34 CFR S. 770.22 for the effective administration of the act.

PURPOSE AND SCOPE

This is a comprehensive plan for library development in Vermont over a five-year period. The plan is the result of extensive discussions with a variety of persons within the state and of consultation with the State Advisory Council on Libraries and the U. S. Department of Education.

The Department of Libraries, by Vermont statute, has primary responsibility for services to public libraries and also has statutory responsibility for other kinds of service to the general public and to other types of libraries. Therefore this document is a long-range program for library development in Vermont which reflects these responsibilities. Primary responsibility for consultant services to school libraries rests with the Department of Education.

We shall present preliminary data about Vermont: its geographic and political make-up, its demographic profile and its library resources.

The objectives which will be outlined in the program are the steps necessary if library services is to be advanced to a level of excellence. These objectives are a direct result of the examination of present library services measured against present projected needs.

Though this plan represents, in a sense, the dreams of the leaders in the library profession in Vermont, those dreams have clearly and purposefully been tempered by an accurate analysis of the political and economic realities of Vermont.

DISSEMINATION OF THE LONG-RANGE PROGRAM

The long-range program will be publicized primarily through Department of Libraries news publications which have broad statewide circulation. Additional copies will be printed for distribution to state document depositories, libraries, regional planning commissions, and the public as requested. General press releases will also be distributed to the media. Information about the availability of grants is automatically sent to every eligible library and if it involves public libraries, to trustees and to town officials.

EVALUATIONS AND THEIR DISSEMINATION

All of the department's activities come under the continuous assessment of a number of groups. The Vermont General Assembly reviews and accepts all Federal funds. The professional staff of the Department of Libraries meets regularly to review current projects and plan new strategies. There is also constant assessment of department programs by the Budget and Management Department of the Vermont Agency of Administration. This group is primarily concerned with guaranteeing effective expenditure of State funds. Every other month the Vermont Board of Libraries meets for a detailed report from the State Librarian. This policy-making group

carefully scrutinizes agency plans and activities before voting approval and authorizing implementation. The State Advisory Council, established by Federal regulation and representing all aspects of libraries and library users, meets twice a year to advise the State Librarian concerning future projects and to assist in evaluating past activities. In 1984 an advisory committee was developed for evaluating services to the Blind and Physically Handicapped. In early FY88, a Technical Advisory committee was appointed to advise on the design of software to implement the linkage of automated system in a multi-vendor environment.

The essential tools used in evaluating the numerous projects of the department supported by State and Federal monies will be the various standards published by professional groups: the American Library Association and its divisions, the American Correctional Association, the Vermont Library Association, the United Hospital Fund of New York and others.

A partial listing of these standards include:

ALA Standards for Library Function at the State Level. 1984.
ALA Planning and Role Setting for Public Libraries: A Manual of Options and Procedures. 1987
ALA Output Measures for Public Libraries: A Manual of Standardized Procedures. 1987
VDOL Minimum Standards for Vermont Public Libraries. Revised 1986.
ALA Library Standards for Adult Correctional Institutions. 1981.
ALA Library Standards for Juvenile Correctional Institutions. 1981.
United Hospital Fund of New York Essentials for Patients' Libraries. 1966.
American Correctional Association Manual of Correctional Standards. Chapter 31, Library Services. 1966.
ALA Standards for Libraries at Institutions for the Mentally Retarded. 1981.
ALA Media Programs, District and School. 1975.
ALA Revised Standards and Guidelines of Services for Library of Congress Network for the Blind and Physically Handicapped. 1984.

The basic reason for program evaluation is to obtain desired, measurable results of a specified program, and to discuss how and why a program works or does not work.

The various factors which will be considered with a critical eye in evaluating all projects are: effort, performance, efficiency, process, and cost effectiveness. We shall be able to determine whether or not the tax dollars which Vermonters are putting into library services are being used to best advantage by considering these factors carefully.

Annually, with the assistance of the State Advisory Council, programs and projects mentioned in the long-range program will be individually evaluated. A preliminary articulation of evaluation criteria for each need and objective has been prepared and included in each program. These criteria will obviously be developed further in ensuing editions of the program.

An evaluation report including support statistics will be prepared annually and disseminated through the Department of Libraries Newsletter, the Vermont Department of Libraries Biennial Report, and special reports. All reports published by the Department are considered public documents available to the public upon request.

VERMONT

History

In Vermont, as in most of New England, local government is customarily exercised on the town level, by virtue of the authority inherent in the town charter. Vermont has 246 organized towns and cities, five unorganized towns and 64 incorporated villages.

About one-half of Vermont's 246 towns and cities were chartered previous to the Revolutionary War by the colony of New Hampshire which claimed the territory. Most of the remainder were chartered before 1800 by the Vermont Legislature. The usual extent of a township is about 36 square miles, but the population varies greatly from town to town. Lewis, in heavily forested Essex County, has no human inhabitants at all, while Bennington has a population of over 15,000. Five towns in Vermont are "unorganized" - they have no local government.

Many towns harbor, within their limits, villages of which at least 64 are incorporated. Although they remain, in part, subject to town government, incorporation allows them to maintain such municipal affairs as street lights, water supply, policy and fire departments and library services.

Nine communities in Vermont have achieved the status of cities and are incorporated as such. They manage their affairs independently of the towns in which they are organized. Vergennes, chartered in 1788, is one of the oldest cities in the country. It is also one of the smallest with a population of 2,273. Vermont's largest city, Burlington, numbers approximately 40,000 people. The other seven cities in the state average about 12,000 population.

There are 14 counties in Vermont. Except for Grand Isle which has but 77 square miles, they are roughly equal in area and average about 660 square miles each. Population density varies greatly from county to county - Essex has only about 9 individuals per square mile. The state as a whole has an average population density of 55 individuals per square mile, based on an area of 9,278 square miles and a population, as of the 1980 Census, of 511,456 individuals.

Until the advent of interstate highway construction, traveling in Vermont presented something of a very real problem. Now, however, with the interstate construction completed, the most distant communities lie no more than two-and-one-half hours' driving time from the State Capitol in Montpelier. Additionally, with the regional libraries in five communities around the state, most Vermonters need not drive more than an hour to have direct access to the Department of Libraries' supplementary collections and to first-rate interlibrary loan service.

Demography

As stated earlier, demography and economic realities necessarily play a large role in planning statewide library services.

Vermont is a small, predominantly rural state. At the time of the 1980 Census, the population of Vermont was 511,456. That figure represented a 15% increase over the 1970 figure.

For Vermont, an urban community is one with a population exceeding 2,500. In light of that definition, it is interesting to note that although from 1960 to 1970 the urban population decreased from 38.5% to 32.2%, the rural population increased from 61.5% to 67.8%. The period from 1970 to 1980 showed a different trend with the urban population increasing to 34% in 1980. It is also interesting to note that population in six of Vermont's nine designated cities decreased while many surrounding villages grew to achieve urban status. In actual numbers, Vermont has 338,721 living in rural surroundings and 172,735 living in the urban setting. Two-thirds of Vermont communities still have populations of less than 1,500. (Source: U. S. Department of Commerce, Bureau of the Census. Census of Population, V. 1 Characteristics of Population. Part 47. PC 80-1-B47.)

Though on the one hand Vermont has an extremely small black population, numbering only 1,135 in 1980 or less than 0.2% of the population, on the other hand there still remain significant numbers of French-speaking immigrants settled throughout the state. According to the 1980 Census, there were 10,606 Canadian-born residents of Vermont and a total of 20,906 whose mother tongue is French, down from 34,560 in 1970. (Source: U. S. Department of Commerce, Bureau of the Census, 1980 Census of Vermont, General and Economic Characteristics: C3.223:7:980/47.)

The Adult Basic Education Program regularly sponsors classes where English is taught as a second language. This program has also provided an outreach volunteer one-on-one tutoring service to work with individuals who for whatever reason do not deal well in a structured classroom environment.

While only 11.4% of the population completed four years of college, 57.0% of the residents have completed high school. The Director of the Adult Basic Education Program estimates that in 1985 there were some 50,000 functionally illiterate Vermonters.

With the great push to combat illiteracy on an individual basis, there has been a great surge in library involvement. The Department of Libraries is cooperating with the ABE Program to publicize literacy efforts, to encourage volunteers to involve libraries and make use of library resources in their work, and to encourage public librarians to cooperate in efforts to improve literacy by providing space and by selecting materials for this portion of the population taking into consideration both interest and reading levels.

Economics

In 1980, 32% of the households in Vermont were existing below the poverty level as defined by the United States Government or below $10,000 per year. (Source: U. S. Department of Commerce. Bureau of the Census. General and Economic Characteristics. Vermont. 1980.)

Average per capita income in Vermont remains substantially lower than the New England and the national averages. It also remains significantly lower than in four of the other five New England states and is, in fact, considered to be a low income state in the national standings where it ranks 33rd as compared to 38th in 1980. State tax statistics in 1984 show that a majority of Vermonters, over 50%, made less than $12,000 a year, and Current Survey of Business figures show that average personal disposable income in 1984 was only $9,945. The 1980 Census stated that median

household income in Vermont was $14,971 compared with $16,830 nationally. A majority of Vermont households making over $12,000 a year do so on joint incomes. Although studies are sparse, it is estimated that Vermont poverty is far above national averages and is spread quite evenly through both urban and rural areas throughout the state, not limited to designated areas.

State	1986 Per Capita Personal Income
Connecticut	$ 19,208
Massachusetts	17,516
New England as a Whole	16,952
National Average	14,461
New Hampshire	15,922
Rhode Island	14,607
Vermont	12,845
Maine	12,709

(Source: Survey of Current Business, April, 1987. P. 34. Department of Commerce. Office of Business Economics.)

A view of the economic situation would be incomplete without a look at unemployment figures. Unemployment in Vermont, which has remained at low levels within recent years is now only 2.9%, down from 3.9% one year ago, and well below the national average. The percentage of total unemployment in each of Vermont's eleven market areas as reported by the Vermont Department of Employment & Training in September, 1987 is:

Barre-Montpelier	2.6
Bennington	2.6
Brattleboro	2.9
Burlington	2.4
Lamoille	3.2
Middlebury	3.3
Newport	3.7
Rutland	2.8
St. Albans	5.0
St. Johnsbury	2.9
Springfield	3.3
White River Junction	1.9

As illustrated above, the State of Vermont with a 2.9 rate is for the third year in succession well below the national average which was 5.9 for the same period.

Library Materials

The library materials available to Vermonters are varied as well as numerous. The following are relatively current statistics (1986 - Vermont Department of Libraries Biennial Report):

a)	Public Libraries	2,027,431 items
b)	Academic Libraries	4,821,010 items
c)	School Libraries	2,100,000 items (est.)
d)	Vermont Department of Libraries	595,033 items
e)	Vermont Historical Society	47,000 items

In addition to the above, we should mention the collections housed in the approximately 26 special libraries in the state. Those libraries include institutional, industrial, engineering, electronic and other collections.

Materials in almost all of these collections can be readily tapped by all Vermonters through the Department of Libraries' Vermont Union Catalog. This project originated as a WPA Work Relief Project in July, 1940. Two units, one in Burlington, another in Rutland, standardized and filed photographic reproductions of the main entry catalog cards of 97 public and academic libraries in the state. The VUC consisted of 312,000 entries when the project was completed in February, 1942. At that time the VUC was moved to Montpelier where it now resides in the Reference Services Unit of the Vermont Department of Libraries. Of course, the catalog has grown. With over 175 libraries of all types involved, there are now over 2.6 million adult and juvenile fiction and non-fiction locations listed. Juvenile entries began to be filed in the VUC on a regular basis in FY80 and are now an integral part of the Vermont Resource Sharing Network. Beginning in FY84 cards for libraries in the OCLC database were no longer filed as access to that database is also available and duplication is not needed.

Libraries

a)	Public	220 (209 active)
b)	Academic	25
c)	School	273
d)	Special	26

School: School libraries in Vermont were slow in developing, especially when the one- and two-room schools were widespread. In the last few years, with consolidation of schools and establishment of union schools, school libraries (or media centers) have experienced significant growth. Though the Department of Libraries has no jurisdiction over these libraries, we provide some materials for use in school libraries. School libraries also participate in many resource sharing network activities which are coordinated by the Department of Libraries. One of the network priorities for the period 1988-93 is to bring a majority of school libraries into the Resource Sharing Network as equal partners and over 30 are now regular contributors to the VUC. To date, the majority of school activity has been in the borrowing rather than lending category.

Academic: Vermont's academic libraries have developed over a long period of time and show evidence of careful planning and systematic attention. Presently all institutions meet the standards of the New England Association of Colleges and Secondary Schools, the regional accrediting organization. The development of the academic libraries is also governed by the standards published by the Association of College and Research Libraries, a division of the American Library Association. All of Vermont's academic libraries participate fully in various state network activities.

Public Library Development

By Vermont statute, public libraries are defined simply as those which serve the public regardless of source of funding. Many, indeed the majority, of the public libraries in Vermont receive minimal tax support from the local community. This situation has improved somewhat in recent years in that the number of communities contributing tax support, and the

amount of such support, has increased. These increases are undoubtedly due, at least partially, to the requirement that local libraries cannot receive LSCA grant funds or catalog cards unless they receive local tax support.

At first blush, the large number of public libraries in Vermont appears to be a cause for rejoicing. It becomes quickly apparent, however, that too many libraries are competing for the same tax dollars. On the national level, an average population base of 14,500 exists for every public library; in Vermont the average is 2,325.

It is not uncommon to find more than one public library in some of the smallest towns in the state. Indeed, one town with a population of less than 2,000 people lists four public libraries, while another has five public libraries to serve 6,500.

Historically, towns were settled in population clusters with several small groups in various locations throughout the town. As a result, natural rivalries developed over the years between areas within the same town. One measure of this rivalry is precisely the number of libraries established by small bequests. Over the years little or no progress has been made toward the elimination of these rivalries and, in fact, two new bequests came to light in 1978-79 and one more in 1985. To some extent, library development has suffered because of the fragmentation of material and personal resources.

In recent years, the Department of Libraries has consistently encouraged either federation or consolidation, but has met with little success. Since Vermont is a great supporter of local community control, Vermont law grants no regulatory powers to the Department of Libraries, it can only advise and urge such a course of action and attempt to show how it would improve the quality of service provided to the citizens of the state.

The small population base for most libraries and the reliance in the past on private bequests has brought about a reluctance on the part of many taxpayers to support adequate library service. The last published American Library Association estimates were that a minimum expenditure of more than $20.00 per resident is needed to insure adequate library service in medium-sized public libraries. In smaller libraries, the per capita costs tend to increase. We will use the figure of $15.00 and point out that, except for Fletcher Free Library in Burlington and Rutland Free Library in Rutland, all Vermont libraries are in the "small" category. In Vermont, the average level of local tax support per capita in 1984 was approximately $4.64. And, even including private bequests, total local library support in 1984 was $8.41, falling far short of even dated recommended standards.

ADVISORY COUNCIL

The membership of the State Advisory Council on Libraries is broadly representative of types of libraries as well as of library users in Vermont. These people have been generous in their time and their suggestions have been of considerable assistance in the preparation of this document. The membership of the council is spelled out in the Basic State Plan on file with the U. S. Department of Education.

The State Advisory Council will meet at least twice annually. The Council will, at these meetings: 1) review current programs, 2) consider

existing goals and objectives as well as corresponding action plans with a view to evaluating them, 3) consider new suggestions and input from persons around the state, 4) advise in the development of a long-range program for submission to the U. S. Department of Education.

THE VERMONT DEPARTMENT OF LIBRARIES

The Vermont Department of Libraries came into existence on March 31, 1970. It represents the merger of two older state agencies: the State Library (a library strong in government and law materials) and the Free Public Library Service (a library extension agency).

State statutes state that the duties and functions of the Department of Libraries are: to provide, administer and maintain

(1) A law library to serve the supreme court, the attorney general, other members of the judiciary, the legal profession, members of the legislature, officials of state government and the general public.

(2) A collection of state documents and of documents relating to other states and local and federal governments. It shall arrange for and designate depositories of state documents. . . and may arrange for the exchange of official reports and publications. . .

(3) An information and reference service to state government, including a comprehensive collection of current information relating to matters of public policy and topics pertinent to state government.

(4) A general library collection of sufficient size and scope to reinforce and supplement the resources of local and regional libraries . . . The department shall provide service to other libraries in the state, schools and individuals, and may provide service by mail or bookwagon or otherwise.

(5) A service of advice and consultation to all libraries in the state. . . This service shall be provided at a regional level as well as at the state level. The department provides centralized cataloging and other related technical services to libraries in the state to the extent feasible.

(6) All libraries in the state correctional institutions and all state institutions for the treatment of the mentally ill and mentally handicapped.

(7) Reading materials for the blind and physically handicapped.

The department, in addition . . .

(1) Shall administer any grants-in-aid to libraries which may be available from state funds, and may prepare plans and applications to obtain federal aid monies which may be available.

(2) Shall compile and publish annual statistics covering all libraries in the state. . .

(3) Shall provide consultative services to other libraries in the state, and shall encourage formation of central records of library holdings.

(4) Shall promote improved communications among libraries in the state as well as cooperative use of facilities.

(5) May provide facilities in cooperation with other libraries for storage of little used materials.

(6) May conduct seminars, workshops and other programs to increase the professional competence of librarians in the state.

(7) May receive and administer gifts of real and personal property accepted by the governor on behalf of the state. . .

The Board of Libraries may assist free public or other nonprofit libraries which formulate and implement plans for the systematic

and effective coordination of libraries and library services. Grants may be made in accordance with Federal Library Services and Construction Act . . . (Source: 22 VSA 634.)

The following organizational chart indicates how the Department of Libraries has divided its functions in an effort to adequately meet its responsibilities.

FISCAL YEAR 1989 BUDGET

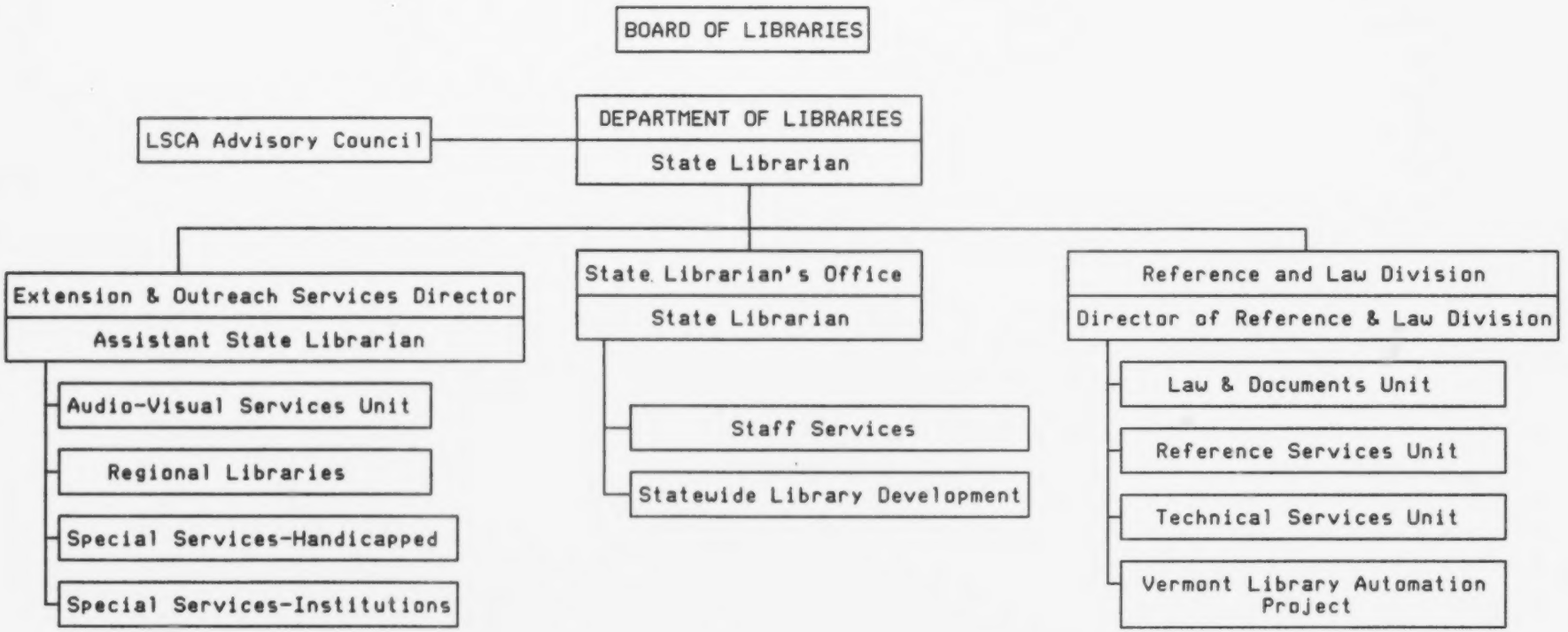
Organization Charts

FORM 2

Agency: _____

Department: _____

Program: _____



The organization and activities of the Department of Libraries are as follows:

1. Board of Libraries.
The Vermont Board of Libraries has policy making power under 22 VSA 601. It consists of seven members appointed by the Governor with the advice and consent of the Senate. The Board of Libraries is the state agency authorized to name and/or change the names of geographic features in Vermont under 10 VSA 152-4.

2. State Librarian.
The State Librarian is appointed by the Governor after consultation with the Board of Libraries and serves as Secretary to the Board of Libraries and as the administrative head of the Department of Libraries, the duties and functions of which are enumerated in 22 VSA 605-606. In addition, the State Librarian distributes state documents in accordance with 29 VSA 1152-63 and 1191-3, and has responsibility for performing the functions formerly assigned to the Board of Geographic Names as specified in 10 VSA 151.

2A. State Librarian's Office. (Administrative Services)
This office reports to the State Librarian and is responsible for the accounting functions, statistical tabulations, purchasing functions and personnel administration of the department and the distribution and sale of state documents.

2B. State Librarian's Office. (Statewide Library Development)
This program provides specialized professional consultation to local and regional libraries and other organizations in the area of library services to children and adults, and assists local librarians and trustees in matters of library organization, government and financial support. It also provides a central means for the constructive evaluation of library materials by local librarians. The consultants are expected to participate in the education and in-service training programs offered to non-professional librarians throughout the state. This unit is also responsible for the department's publications program including the newsletter, the biennial report, library directories, etc.

3. LSCA State Advisory Council.
Required by the provisions of the Library Services and Construction Act, the LSCA State Advisory Council is made up of representatives of all types of libraries along with a designated number of library user-citizens. Appointed by the State Librarian, this council meets at least twice a year and advises the Department of Libraries on present and future plans for expending Federal funds. The advisory council has ten members.

4. Extension and Outreach Services Division.
This division is headed by the Assistant State Librarian who administers and coordinates the activities of the regional library program, services to the blind and physically handicapped, services to institutions and audio-visual services. It provides services to public libraries and specialized library services to libraries and directly to individual Vermonters who, due to physical, mental, geographic, or economic problems, have no alternative access to library materials.

4A. Regional Libraries.
This program selects, maintains and provides library materials for public libraries and individual Vermonters. It is also responsible for education, consulting, and in-service training assignments for local public librarians. It further acts as a vital link in the statewide interlibrary loan system and the resource sharing network.

4B. Services to the Blind and Physically Handicapped.
This program provides direct library services to the blind and physically handicapped people of Vermont and makes a special effort to inform these persons of the availability of the services.

4C. Services to Institutions.
This program insures that residents of all state institutions will have library materials available to them at the appropriate reading and comprehension level and in a form which they can use.

4D. Audio-Visual Services Unit.
This program provides 16mm motion picture films to public and school libraries, and community organizations. The unit cooperates with the states of Maine and New Hampshire in the North Country Libraries Film Cooperative which is designed to expand the film resources of all three states.

5. Reference and Law Division.
This division includes Reference Services Unit and Law and Documents Unit programs which provide or facilitate the delivery of specific information and material, upon request, to walk-in patrons and to all types of libraries through the Interlibrary Loan Network and the Vermont Resource Sharing System. In the event of allocation under LSCA Title III, the director also coordinates the distribution of the funds for inter-type library cooperative projects.

5A. Reference Services Unit.
This program insures the flow of information to Vermonters by promoting interlibrary cooperation through the efficient exchange of library materials. The principal resources of this program are: The Vermont Resource Sharing System; the Vermont Union Catalog; the DOL-UVM Access Office located at UVM Bailey/Howe Library; the central Department of Libraries reference collection; and professional library sicence collection.

5B. Law and Documents Unit.
This program provides a reference and circulating collection, a law library for the judiciary, the government and the general public; a collection of Vermont state documents, and of documents relating to other local, state and Federal governments; and a collection of published materials concerning Vermont. Since the closing of the maximum security facility this program has been responsible for meeting the reference needs for prisoners housed out-of-state. There is no Federal funding in this unit.

5C. Technical Services.

This program is responsible for the acquisitions and technical processing for Department of Libraries library materials and cataloging for public libraries which qualify.

5Ca. Acquisitions.
This program coordinates and processes orders and invoices for library materials requested by all units of the department.

5Cb. Technical Processing.
This program provides professional cataloging and processing for library materials selected and purchased by Vermont state-supported institutions and the Vermont Department of Libraries. It also provides professional computerized OCLC cataloging for library materials selected and purchased by public libraries that meet standards.

INTERAGENCY AND INTERGOVERNMENTAL RELATIONSHIPS

The Department of Libraries collects and makes available information, resources and materials for state government, the legislature, the judiciary, libraries of all types, and the general public. In addition, the department provides addressograph services, resource expertise on mananging libraries and book and library materials, and retrieval of bibliographic data to library agencies and organizations which request such services. Through coordination of the Vermont Resource Sharing System and Interlibrary Loan Network and its central services, the Department of Libraries cooperates with and affects libraries of all types incldуing public libraries, school libraries, academic libraries including the state colleges, UVM and privately supported institutions, and special libraries.

The department is responsible for the library services for the state-supported institutions including the actual purchase, cataloging and processing of materials. Primary funding for materials for institutional libraries is in the Department of Libraries budget. The Department of Corrections also has a cooperative program with the Department of Libraries whereby residents of a correctional center repair talking book machines for the blind and physically handicapped. Because policy decisions regarding the institutions are obviously controlled elsewhere, the department must and does work closely with the Department of Corrections, Mental Health and Social and Rehabilitation Services. Because of its mandated library services to the blind and physically handicapped, the department also works closely with the above agencies and Office on Aging and the Office for the Blind and Visually Handicapped. The Environmental Agency also cooperates closely with the department. Forests, Parks and Recreation annually uses the department's film service heavily for its summer programming for the public using state parks.

Of course, the Department of Libraries and the Department of Education have interacted for years. The Department of Libraries provides materials through the Interlibrary Loan Network to school libraries. Joint training and programming for library-related personnel is carried out on a regular basis, and school librarians are invited to participate in many aspects of the Department of Libraries continuing education program. The Department of Education, on the other hand, administers the ERIC bank of educational microfiche which is used by the Interlibrary Loan Network. In FY83-86 the joint effort by the two departments begun in FY80 to bring secondary school media centers into the resource sharing network as full partners rather than as just takers has taken hold and a major push will be undertaken in FY87-88 to bring school collections at all levels into the system. The Department also works closely with the Adult Basic Education Division of the Department of Education to provide the same library services for new adult learners as those that the reading population has always enjoyed. Cooperative training by the agencies for local librarians has led to the development of reading discussion groups and programming and other services not offered in the past.

One of the most successful cooperative library service efforts has been with the University of Vermont. The DOL-UVM Access Office at Bailey-Howe Library is staffed by a Department of Libraries employee who handles not only interlibrary loan requests funneled through the department, but also all in-state interlibrary loan requests sent to UVM. This allows the Vermont library community access to the entire UVM collection while not overburdening the UVM staff. The main benefit for both parties is that a great deal of duplication of effort in information materials and services have been avoided and the program has benefited all

concerned. Cooperative sharing relationships are also held with Middlebury College, the Stage Colleges, Norwich University and several smaller academic institutions.

The Department of Libraries also cooperates with several quasi-governmental agencies to carry out joint programs, do cooperative purchasing, and to offer opportunities for local public libraries on a local-state matching percentage.

Also, for several years, the department with its private funds and the Vermont Council on the Arts have jointly sponsored a very successful matching grant program for public libraries using Council-DOL private and local funds to do programming using artists sponsored by the council. This program will be continued with the local matching requirements increasing over a period of time. Cooperative programs have also been carried out with the Vermont Institute of Natural Science and the Shelburne Museum.

One of the most successful joint efforts of the DOL in recent years is the joint programming with the Vermont Council on the Humanities and the Vermont Reading Project funded by NEH. No matching funds are provided but DOL staff has been involved in the development of a wide variety of reading programs that have been implemented in over 120 Vermont public libraries reaching over 11,000 Vermonters at all reading levels each year. In addition, cooperatively planned reading and discussion programs are offered in correctional facilities, ABE centers and in centers for the aging.

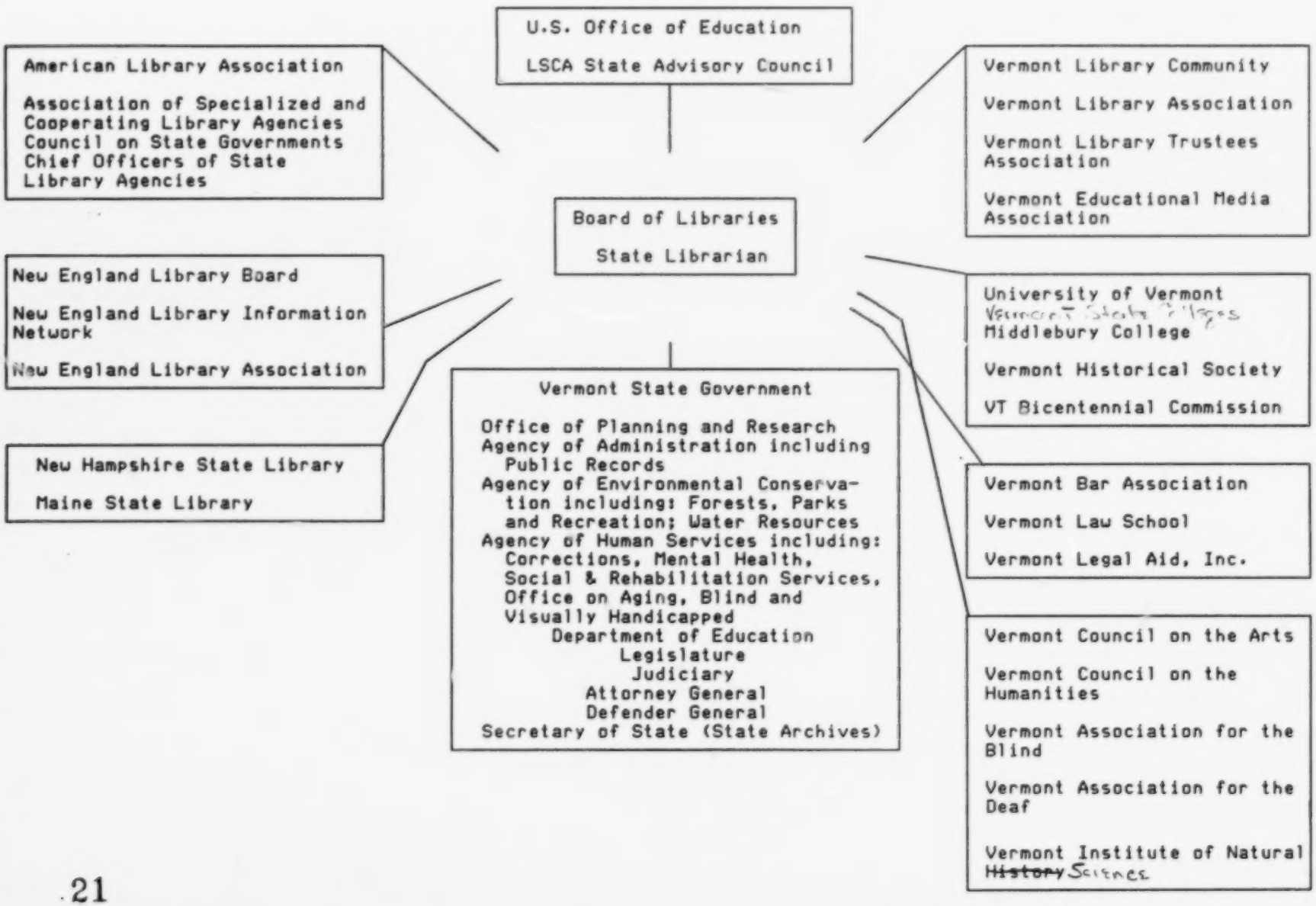
Not mentioned is cooperation and the effect of multi-state programs. In the interest of cost effectiveness, the Department of Libraries has traditionally carried out jointly funded programs with other New England States which have, in FY83, been expanded to include New York, New Jersey, Pennsylvania and Maryland. Included are the North Country Libraries Film Cooperative with New Hampshire and Maine which involves a joint purchase of films and circulation on a rotating basis; and an interlibrary loan arrangement with New Hampshire to expand the number of titles available to Vermonters; and the New England Library Board's Documents Conservation Center for the preservation of valuable printed materials. These multi-state projects ensure expanded library services to Vermonters and to government agencies. It is obvious, because of the informational nature of our service, that the scope of cooperation and interaction with many, if not all, state agencies will continue to be significant and should be developed even further to prevent unnecessary duplication of effort.

In FY83-86 a new priority interlibrary cooperative effort was initiated between the Department of Libraries, the University of Vermont, Middlebury College, and the Vermont State Colleges. This involved planning, implementing in FY87-88, and maintaining a linked automated on-line library system in which the bibliographic holdings of the library systems were merged into a shared on-line date base. The data base is being implemented in stages and by 1990 will be available to be accessed not only by all types of libraries but also by agencies, organizations and registered home-based micros. Details of this new form of cooperation with other agencies are described later in this document.

A chart is attached to show the interaction of a wide range of library groups and other agencies on each other in this small rural state where cooperation to share scarce resources is crucial to library success. The Department of Libraries and its programs act as the major coordinating agency in bringing library and information services to Vermonters statewide.

DEPARTMENT OF LIBRARIES

INTERAGENCY AND INTERGOVERNMENTAL RELATIONSHIPS


U.S. Office of Education
LSCA State Advisory Council
American Library Association
Association of Specialized and Cooperating Library Agencies
Council on State Governments
Chief Officers of State Library Agencies
Vermont Library Community
Vermont Library Association
Vermont Library Trustees Association
Vermont Educational Media Association
Board of Libraries
State Librarian
New England Library Board
New England Library Information Network
New England Library Association
University of Vermont
Vermont State Colleges
Middlebury College
Vermont Historical Society
VT Bicentennial Commission
Vermont State Government
Office of Planning and Research
Agency of Administration including Public Records
Agency of Environmental Conservation including: Forests, Parks and Recreation; Water Resources
Agency of Human Services including: Corrections, Mental Health, Social & Rehabilitation Services, Office on Aging, Blind and Visually Handicapped
Department of Education
Legislature
Judiciary
Attorney General
Defender General
Secretary of State (State Archives)
New Hampshire State Library
Maine State Library
Vermont Bar Association
Vermont Law School
Vermont Legal Aid, Inc.
Vermont Council on the Arts
Vermont Council on the Humanities
Vermont Association for the Blind
Vermont Association for the Deaf
Vermont Institute of Natural ~~History~~ Science

GOALS

The over-riding goal of libraries in Vermont is to provide adequate library and information services to all Vermonters. All activities provided for under the auspices of the Library Services and Construction Act should revolve around the central theme of bringing the highest quality library service to the maximum number of people.

Under the broad goal, effort is and will continue to be two-pronged: on the one hand, to attempt continually to improve the competence of Vermonts human library resources; and on the other hand, to strive to maximize the use of existing material resources.

PROGRAM FOR MEETING GOALS:

The program has been divided into the following categories:

Title I.
- Public Library Areas Without Service
- Public Library Areas With Inadequate Services
- Disadvantaged (Culturally, Socially, Economically & Educationally)
- Library Service to the Visually and Physically Handicapped
- Institutionalized
- Strengthening the State Administrative Agency
- Services to the Elderly
- Literacy Programs
- Community Information & Referral Centers
- Limited English speaking
- Administering the LSCA Program

Major Urban Resource Libraries category is not applicable for Vermont.

Title II.
Public Library Construction and Facilities.

Title III.
Interlibrary Cooperation & Resource Sharing.

The program for meeting goals and objectives in specific areas is designed to strengthen the state library agency including the regional libraries, local libraries, services to the visually and physically handicapped and the institutionalized, the public which does not have convenient access to library service, and to provide for the systematic sharing of library materials and information to insure that the meeting of needs of all Vermonters in both urban and extremely rural environments are met.

Specific objectives for both ongoing needs and new initiatives are defined in each individual program. The total of these individual projections results in the comprehensive plan for library service in Vermont. The specific task objectives also spell out the methodology and criteria by which the needs of each priority constituency will be addressed over the next five years.

As required by the regulations specific to the program, the following are methods the State also plans to use in order to give priority to:

improve access to public library resources and services to individuals with limited English-speaking proficiency.

This is not a high priority item in Vermont as less than .5% or only a few thousand of the states' population speaks little or no English. A regional collection of materials has been developed and a regional library consultant has been assigned part time to develop a program to meet this need.

improve access to library resources and services for individuals who are handicapped.

This is a high priority on all levels. A consultant and staff of four are specifically assigned to meet these needs through the Regional Library for the Blind. A survey is planned to determine the extent of physical barriers in public buildings as Vermont law requires that public buildings be barrier free. The information will also be used in determined use of funds under Title II. Further, with the move of the Special Services Unit to a new facility and the implementation of automation for the Regional Library for the Blind scheduled for FY88, the advisory group dealing with this group has been activated and will help to determine future needs.

improve access to public library resources and services in urban and rural areas.

This high priority is dealt with in the program PUBLIC LIBRARY AREAS WITH INADEQUATE SERVICES.

improve access to public library resources and services for other least served populations.

Consultants are assigned to oversee activities in this area which involves programs for the institutionalized, the illiterate, the elderly, the disadvantaged and community referral and information centers. Specifics are dealt with in each of the tasks outlined in those programs.

serve the elderly

A consultant is assigned for the mobile elderly and the immobile and visually handicapped are assigned to the consultant in that program. Specific tasks are outlined in services for the elderly.

combat illiteracy

A program consultant is assigned to this task. The problem of illiteracy is being attacked on a statewide basis through the home-base tutoring of the Department of Education Adult Basic Education Program. The department has defined its role as one of support, training, and providing supplemental materials. Specific tasks are outlined in a later section.

increase library services and access to services through effective use of technology

Changes in technology are a change in the way services are delivered not a change in the services offered. With the implementation of an integrated online system for the Department of Libraries and its five regional libraries, a major effort is being made to make public librarians in this rural state aware of technological advancement and to train them in the planning for and use of automated technologies. All network activities are covered in Title III and Interlibrary Cooperation. A consultant

is available to help public libraries in automation. Much of this is covered in the program for Public Libraries With Inadequate Services.

At this writing no funds, federal or state, are available for direct public library grants for Title I priorities. The limited amount of funding coupled with the high degree of inadequacy of the vast majority of Vermont's public libraries have resulted in the decision to use the funds for statewide services, and free access to computerized cataloging and on-line services for local libraries which are totally out of reach for individual local libraries in Vermont at this time. If funds do become available, appropriate criteria for awarding grants will be developed.

TITLE I - SERVICES TO AREAS WITHOUT PUBLIC LIBRARIES

BACKGROUND AND ASSESSED NEED:

Vermont is a rural state with a scattered and sometimes isolated population. Although Vermont has 209 public libraries, seventy-six towns and gores involving 50,000 Vermonters have no public libraries. Added to this area are those towns which have libraries which are open infrequently, and at hours inconvenient for the vast majority of residents and have little or no funding. In essence, these towns also have virtually no public library service and the potential for adequate ongoing library service even if funds become available is almost zero. The void has been filled by Vermont's regional library system which has five locations throughout the state. Because Vermont had no large adequate public libraries, the regional library system was originally designed as part of the state library agency where it remains today. Regional libraries are open to all Vermonters six days each week. They can be equated to public library systems in larger states and provide basic library functions and support services including access to the Vermont Resource Sharing Network.

Because regional library services provide only printed materials and the policy is that all Vermonters should have access to all types of materials, the Statewide Film Service has also been made available directly to community organizations and agencies in towns without public library service.

The primary philosophy behind this program is that rural residents should have the same access to library service and information as those who live in urban areas and development and implementation of this top priority program follows this premise.

User Needs:

1) Access to a wide range of library materials at appropriate levels and in appropriate formats by mail, phone, or walk-in at no cost.
2) Access to interlibrary loan upon request.
3) Access to non-print formats for community use.
4) Referral for consumer and social services needs.
5) Accessible hours.
6) Accessible location.
7) Knowledge of library resources and services.

Library Needs:

1) Adequate funds for materials to meet the wide range of user needs.
2) Adequate staff trained to deal with individual needs.
3) Adequate, appropriate and accessible facilities.
4) Coordination and cooperation between libraries and information providers.
5) Access and utilization of technology.
6) Access to resource sharing networks.

GOAL:

To insure that every Vermonter has equal access to library materials and information including those who live in communities lacking public library service.

Definition: This program area is included for the purpose of "extending public library services to areas and populations that lack these services." (34 CFR 770.10 [b] [1]).

OBJECTIVES:

Objective I: To provide library materials and services to all Vermonters.

I. Task 1. To operate five regional libraries six days each week.

I. Task 2. To respond to all mail, phone and walk-in requests in rural areas.

I. Task 3. To provide ongoing access for the individual to interlibrary loan from local, state and national resources though the regional library.

I. Task 4. To respond to all individual requests received for information and referral for the provision of life supporting services through private and governmental agencies.

I. Task 5. To provide film and video resources directly to community organizations and agencies in areas without public library services.

Objective II. To assist communities having no library services to study the alternatives for providing those services.

II. Task 1. To provide regional library consultant services upon request to town officials to analyze the possibilities of providing library services including contracting with a neighboring town, establishing a library, looking for a joint school-public library, etc.

POLICIES:

The policy of the Department of Libraries is to strive to insure that every Vermonter has convenient access to library services and information. This access will be made available through local and state resources and in other ways that are both effective and efficient.

PROCEDURES:

Any Vermonter without convenient library services may use state regional libraries and other DOL services upon request. Towns without library services may request technical assistance to help determine the best alternative for providing library services that are not presently available.

PRIORITIES:

Services and technical assistance are given upon request. Towns willing to provide some public tax support for library services, however provided, will be given immediate attention. LSCA Title II funds give first priority to towns without library facilities.

CRITERIA:

For individuals having no library service, there is no criteria. Any Vermonter may use state regional library services and have access to the Vermont Resource Sharing Network.

Towns wishing to provide public library services where none previously existed will be assisted with the following criteria:

1) Some local public tax support must be generated.
2) A Board of Trustees that are publicly elected must be formed.
3) A planning process to analyze all alternatives for provision of service should be implemented.

EVALUATION:

Public library services to areas without services are evaluated through statistics generated by regional library services, though analysis of solutions being implemented by towns without local services, and by statistics generated by existing public libraries serving areas with no services.

TITLE I - PUBLIC LIBRARIES IN AREAS WITH INADEQUATE SERVICE

BACKGROUND AND ASSESSED NEED:

Vermont is a small rural state with two thirds of its population and the same percentage of its 209 public libraries located in towns with less than 2,000 population. Ninety percent, or almost 200, of Vermont's public libraries are directed by personnel with no formal library training and the attrition rate is over 30% in each biennium. Fifty percent of the public libraries are open fewer than twelve hours per week and over 100 have no telephone. No public library in Vermont has an automated system, and only one out of 209 uses a microcomputer and electronic mail for interlibrary loan. Technology virtually does not exist in Vermont's rural libraries.

Vermont's governmental structure does not provide for county or multi-county government services. Local governments work directly with the state for supplementary services which in most other states are offered by intermediate levels of government.

The intermediary services in Vermont are provided by the regional library system which has five facilities statewide and is operated under the auspices of the state library agency. The regional libraries provide a variety of supplementary services to over 200 rural libraries including collections of materials, technical assistance, training, and access to a wide range of state resources.

The regional library system, in turn, is supported and supplemented by a wide range of statewide library services including comprehensive training programs, book and non-book resources, consultant help for planning, programming, resource aids, and computerized cataloging through OCLC offered at no cost to over 100 rural libraries which meet minimal standards to be recognized as an active and viable "public" library.

The training component of this priority is a top priority. Only ten percent of public librarians in Vermont have a degree from a library school. The remaining ninety percent who have the 30% biennial attrition rate rely on in-service training and on courses, institutes and workshops sponsored and offered primarily by the Department of Libraries. Some of these also take advantage of the occasional courses offered by the University of Vermont's Extension Division and a few do avail themselves of formal library programs beyond the state's borders. Maintaining a library force with basic skills which are updated periodically is the top priority for the development of adequate library service in Vermont.

The financial and staffing limitations of the vast majority of Vermont's public libraries make it critical for the state library agency to provide indepth statewide technical assistance and constant encouragement, including incentives, in all but the most basic library functions. It is a constant challenge to bring special programming and services for special constituencies such as the illiterate, the elderly, the disadvantaged, etc. to the local level. The greatest challenge of all is to bring Vermont into the technological age in the next five years.

Given the needs of Vermonters not only in the areas of basic library services, but also in the specialized priority areas of LSCA, it is an obvious given that no public library in Vermont is presently capable of providing adequate library service at this time. Further, no public library has automated even one of its operating functions and only one has on-line access to data bases. In this rural environment it will be a

challenge, in view of the rapid changes in technology and information delivery, to bring even Vermont's best libraries up to a level of adequacy.

User Needs:

1) Well organized and cataloged materials in a wide range of subjects and formats.
2) Research and reference services.
3) Easy access to materials and information not available at the local level including on-line services and data bases.
4) Information and referral services for both community and state resources.
5) Enthusiastic, well trained and well compensated staff.
6) Accessible building, hours, location, and parking.
7) Knowledge of library resources and programs.
8) Telephone reference and information services.
9) Programming for all ages and interests.
10) Materials to support related services - literacy, bilingual, and discussion programs.
11) Business information.
12) Freedom to access all materials.
13) Automation of operation in large and medium sized libraries.

Library Needs:

1) Well trained, adequate, and enthusiastic staff.
2) Adequate funding.
3) Accessible building, hours, and parking.
4) Ability to meet wide ranges of user needs and interest.
5) Resource sharing with other regional, state and national libraries.
6) Access to technology and resources on-line.
7) Access to consultant and supplementary resources.
8) Resources and connections for community and state information and reference.
9) Programming resources and aids that eliminate in-depth local planning.
10) Long and short range planning and budgeting.
11) Public relations and publicity to inform the community of library's value and resources.
12) Outreach programs.
13) Assessment tools including state standards and guidelines for service.

GOAL:

To improve the quality and accessibility of library and information resources to all Vermonters by making available to local public libraries appropriate services, technical assistance, resources and programs for Vermont's predominantly rural environment.

Definition: This program area is included for the purpose of "improving public library services to ensure that these services are adequate to meet the needs of specific areas and populations." (34 CFR 770.10[b] [2]).

OBJECTIVES:

Objective I. To provide and improve ongoing training in basic library skills, programming and new library technologies and delivery systems for public librarians.

I. Task 1. To formally survey all public libraries every two years to revise statewide library needs and make recommendations to the State Librarian on June 30, 1988, June 30, 1990, and June 30, 1992.

Task 2. To update the statewide continuing education plan at least once every two years keeping in mind the results from Task 1 and other library offerings in Vermont.

Task 3. DOL to act as a reference, resource and referral center for library related personnel to consult in regard to the DOL continuing education program, VLA workshops, programs of local colleges and universities and trends on the national level.

Task 4. Coordinate, schedule, and evaluate the DOL's educational offerings each year at least at the FY87 level.

Task 5. DOL will plan and offer at least three of the four determined basic library skills courses each year.

Task 6. Offer at least one workshop or institute each year aimed specifically at professionally trained librarians in large public libraries.

Task 7. Plan and implement mini workshops to be given on request and to develop the expertise from within the DOL staff to carry these out.

Task 8. Offer at least two multi-day intensive educational workshops or training sessions in the state each year.

Task 9. Offer at least two one-day training sessions in each region each year.

Task 10. Aid library and trustee professional organizations in presenting at least one one-day workshop each year.

Task 11. Conduct or sponsor at least one one-day workshop in three locations statewide on some aspect of library service to children.

Task 12. Work with VLTA to implement at least one regional workshop each year for the orientation of new librarians and trustees.

Task 13. Offer at least one training session or workshop segment annually dealing with aspects of library services to the elderly.

Task 14. Offer at least one training session or workshop segment annually dealing with aspects of library and referral services to improve literacy in Vermont.

Task 15. Offer at least one in-depth training session each year in automation or new technologies.

Task 16. Give lectures and workshops each year at the prior fiscal year level for college classes, citizen groups, and other interested individuals on the subject of adult and children's services and other statewide library services.

Task 17. Offer an internship program to non-professional librarians who have completed specified basic certification requirements.

Objective II. To continue and improve a certification program for public librarians.

II. Task 1. Continue the cooperative DOL-VLA certification process for non-professional public librarians.

II. Task 2. Present certificates of training to qualified librarians at least once a year.

II. Task 3. Review and revise certification procedures and requirements annually.

Objective III. To offer all public libraries in Vermont technical and planning assistance on an individual basis.

III. Task 1. Provide in-depth technological and planning assistance to public librarians through on-site visits, in-office conferences, and telephone conferences to foster local programs and services at least at the prior fiscal year level.

III. Task 2. Assist at least one public library each year in beginning a community based long range planning effort.

III. Task 3. Provide technical assistance and support to local libraries developing long range plans, at least at the prior fiscal year level.

III. Task 4. Continue to collect Vermont public library policies to update a policy-making manual compiled and distributed in FY83 by June 30, 1989.

III. Task 5. Survey local public libraries' needs for resource aids for development of local programs and services and solution of local problems by June 30, 1988.

III. Task 6. Create and produce at least 8 annotated lists of children's and adult materials each year in cooperation with other DOL staff.

III. Task 7. Update "Adult Programming," a resource aid first published in FY84 by June 30, 1989.

III. Task 8. Annually survey local public libraries need for resource aids to develop and improve local programs and services.

Objective IV. To improve library services to children in Vermont by providing a means of evaluation for children's materials and a means of developing creative children's services in local public libraries.

IV. Task 1. To maintain, at least at the prior year level, visits to public libraries, in-office conferences and telephone conferences to provide specific technical and planning assistance.

IV. Task 2. To hold, once a year, a meeting of the children's library specialists in the state to advise the children's consultant on the status of both current and future services of the children's division of the DOL.

IV. Task 3. To develop and produce each year a set of theme-oriented materials (bookmarks, reading records, certificates, buttons, etc.) to encourage and supplement the summer children's programs sponsored by public libraries.

IV. Task 4. To organize at least one multifaceted traveling exhibit each year related to children's literature for public libraries.

IV. Task 5. To plan at least one major lecture on children's literature each year.

IV. Task 6. To co-sponsor the Dorothy Canfield Fisher Children's Book Award including insuring that the committee maintains its activity at least at the prior fiscal year level and sponsoring the award once each biennium.

IV. Task 7. To create and produce each year at least four annotated lists of children's materials for public libraries. Ongoing.

IV. Task 8. To give lectures and workshops each year at least at the prior fiscal year level for college classes, citizen groups and other interested individuals on the subject of children's books and the services offered by the DOL.

IV. Task 9. To conduct or sponsor at least one multi-day workshop or training session a year on some aspect of library service to children.

IV. Task 10. To revise Recommendations for Public Library Service to Children in Vermont (to be consistent with output measures) with a completion date of June 1, 1988.

IV. Task 11. To cooperate with other state and nongovernmental agencies to develop cooperative programs each year at least at the prior fiscal year level to promote statewide library development for children.

IV. Task 12. To assist regional library staffs in providing technical assistance and services in the areas of children's library services to local public libraries at least at the prior fiscal year level.

IV. Task 13. To continue to provide opportunities for the critical evaluation of children's materials.

IV. Task 14. To conduct four materials review sessions a year in each of five regions and an extra evening session in the Chittenden County area for library related personnel working with children.

IV. Task 15. To act as a statewide resource center for children's library services and literature. Ongoing.

Objective V. To make available supplementary materials and collections along with technical assistance to public libraries on a regional basis.

V. Task 1. Insure that at least 80% of local public libraries visit a regional library to exchange and update materials each year.

V. Task 2. Maintain at least at the prior fiscal year level the number of materials circulated to libraries.

V. Task 3. Support the statewide resource sharing system by maintaining same day action on local interlibrary loan requests.

V. Task 4. Insure that each local public library is visited at least once a year by a regional library staff member.

V. Task 5. Continue to provide at least at the prior fiscal year level professional assistance by the regional librarian, either on-site or in-office, to any local public library requesting help.

V. Task 6. Insure that regional librarians participate in teaching at least one DOL workshop annually.

V. Task 7. Offer at least two 1-day workshops (in addition to Materials Review) in each region each year.

V. Task 8. Work with central consultants to assist at least one public library cooperative effort each year.

V. Task 9. Insure through at least one meeting each year a continuing exchange of ideas between the regional librarians and local public libraries including discussion of DOL policies and procedures.

V. Task 10. Maintain the present service hours of the regional library at six days or fifty and one-half hours per week in the winter and five days or forty-two and one-half hours per week in summer. Ongoing.

V. Task 11. Maintain at least at the prior fiscal year level the number of new library materials purchased and made available in the regional libraries.

V. Task 12. Study the use of regional collections and subject specialities using projected on-line integrated automation systems and make recommendations by June 30, 1988 taking into account existing collections and also subject strengths of major local public libraries.

V. Task 13. Insure that there is at least one training opportunity per year in computer applications and automated systems for all regional library personnel. Ongoing.

Objective VI. To make available to local public libraries non-print material including films and video tapes.

VI. Task 1. To provide 16mm films and/or video tapes to public libraries on a loan basis at least at the prior fiscal year level.

VI. Task 2. To provide sources, alternatives and advice for films, visual aids, and equipment which cannot be provided by DOL as requested.

VI. Task 3. To provide training and technical assistance in the area of films, audio-visual services, graphic and communication arts at least at the prior fiscal year level.

VI. Task 4. To automate the entire film booking and circulation systems by January 1, 1988.

VI. Task 5. Publish a statewide film catalog or supplement each year.

VI. Task 6. Disseminate information concerning new developments in visual media technology to libraries at least once each year.

VI. Task 7. Participate as a full partner with New Hampshire and Maine in the North Country Libraries Film Cooperative resulting in Vermont access to a significantly larger film collection.

Objective VII. To make available computerized cataloging at no cost for all eligible public libraries through OCLC.

VII. Task 1. To make available each year free cataloging for up to 1,500 titles for public libraries meeting the minimum standards to be a Vermont public library.

VII. Task 2. To provide technical expertise and training in the areas of cataloging, filing and related topics to public library personnel at least at the prior fiscal year level.

VII. Task 3. Initiate in FY88 planning to examine alternatives for integrating public library holdings into an automated format in FY92.

Objective VIII. To demonstrate how a broader base of population support for individual libraries will make them more viable institutions while making library resources available to all residents of continguous communities.

VIII. Task 1. Aid local public libraries in the establishment of at least one local library cooperative effort each year.

VIII. Task 2. Develop during FY88 an instrument to assist local libraries in assessing the effectiveness of their cooperative efforts and in planning future cooperative projects, and assist in the use of this instrument in at least one group of cooperating libraries during FY89.

VIII. Task 3. Implement at least one training opportunity each year to stimulate cooperation among public libraries in the area of personnel and resource sharing including possible funding sources.

Objective IX. To provide assistance for local libraries in making Vermonters statewide aware of public library services and programs.

IX. Task 1. Conduct in cooperation with the Vermont library community at least one statewide public awareness program annually using existing national resources whenever possible.

IX. Task 2. Assist at least one public library a year in establishing a local friends or advocacy group.

IX. Task 3. Produce one new or revised brochure describing a program at the department each year through 1988.

IX. Task 4. Prepare at least six news releases or programs each year for the media.

IX. Task 5. Compile and publish a directory of all public, academic, special, institutional, state agency, and other libraries in Vermont for the periods ending June 30, 1990 and June 30, 1992.

IX. Task 6. Give talks and participate in conferences, meetings and programs specifically related to the development of library services at least at the prior fiscal year level.

IX. Task 7. Orient new public librarians in the availability of state-wide library services and programs, at least at the prior fiscal year level, through letters, packets of material, field visits, and tours. Ongoing.

IX. Task 8. Assist VLA and the Vermont Reading Project in developing, publicizing and evaluating statewide programs to broaden and strengthen adult humanities book discussion programs in public libraries.

IX. Task 9. Develop and conduct an annual statewide National Library Week program in cooperation with VLA.

IX. Task 10. Offer at least one training session each year dealing with library public relations for public librarians and trustees in conjunction with other DOL staff and/or VLA.

IX. Task 11. Develop a resource aid for local librarians and trustees which will help them assess their public relations skills and give them ideas and examples of methods to broaden public awareness of their resources and services.

Objective X. To explore an effective program to stimulate public library development in the state through presenting alternatives for supplementary funding.

X. Task 1. DOL will work individually with those libraries that are close to meeting standards to increase the number of eligible libraries by at least 2% each year.

X. Task 2. Study and present new ideas for alternative funding to the State Librarian, LSCA State Advisory Council, and Board of Libraries.

X. Task 3. Support public library applications for grant funds to foundations and other agencies to implement high priority projects and new services.

X. Task 4. Develop a competitive matching grant program to stimulate innovative uses of technology in public libraries and to stimulate cooperative projects among public libraries by FY90.

Objective XI. To assist public libraries in planning for and implementing new technologies and automated services for both accessing information and library operations.

XI. Task 1. Keep every library informed of new developments in the DOL-Vermont Automated Library System installed for DOL in FY87 for library operations.

XI. Task 2. Provide technical assistance for at least three libraries each year in long range planning for automation including reconversion of collection to machine readable format.

XI. Task 3. Propose a state challenge grant program be developed in FY89 to give public libraries an incentive to implement automation compatible with the DOL system.

XI. Task 4. Offer at least one intensive training session each year in FY88-92 in automation and new technology.

POLICIES:

The policy of the Department of Libraries is to help every public library that needs assistance. DOL resources including training, collections, materials, services, access to data bases, and cataloging are offered to all public libraries at no cost to the local library. The DOL does not offer grant programs to public libraries at this time. The policy is to make available statewide programs such as computerized cataloging, training, and technical assistance to insure effective use of funds in very limited public library situations.

PRIORITIES:

The attempt is to give all public libraries the materials, services, and assistance they need promptly upon request. However, because of limits to funds and staff, priority must be given to those libraries that lack professional expertise on the local level and are most isolated from the mainstream of adequate library service.

PROCEDURES:

Libraries may request technical assistance at any time through regional libraries and statewide consultants. Regional library services are available to all public libraries. Libraries are requested to fill out forms annually to determine eligibility for any incentive services such as cataloging and state challenge funds when available. No grant funds are presently available.

CRITERIA:

No grant programs are available at this time in this program. The criteria for obtaining general services as a public library is some public tax support.

Criteria for eligibility for all incentive programs are in compliance with the Vermont Minimum Standards for Public Library Service which are attached as Appendix A.

Vermont does not have a single adequate public library in terms of LSCA priorities.

EVALUATION:

Evaluation will be based on output measures derived from the measurable objectives in this program along with in-depth staff analysis, advisory committee input, and the LSCA Advisory committee.

TITLE I - LIBRARY SERVICES TO THE DISADVANTAGED

BACKGROUND AND ASSESSED NEED:

With the overall criteria for this long range planning effort being adequate library service to all Vermonters, it is important that some emphasis be placed on projects which reach low income families in isolated rural as well as urban and suburban area. In 1986 Vermont per capita average income was $12,845 as compared to $14,461 nationally and $16,952 in New England. Vermont which ranged 39th in per capita income in 1979 now ranks 33rd. The latest available per capita average income of Vermont by county, however, is for 1984 as follows:

Addison	$ 9,208
Bennington	11,281
Caledonia	9,238
Chittenden	12,125
Essex	8,454
Franklin	9,814
Grand Isle	9,909
Lamoille	10,247
Orange	9,147
Orleans	8,279
Rutland	11,165
Washington	11,492
Windham	11,155
Windsor	11,182

(U.S. Department of Commerce, Office of Business Economics, Survey of Current Business, page 59, April 1986)

It is a fact that per capita income is well below the national average, but so is the unemployment level. Again it is the isolated rural areas that have the highest unemployment. Vermont's 2.9% unemployment, down from 3.9% a year ago, is well below the 5.9% national average. The eleven market area breakdown shows that the figures are reasonably consistent statewide with the exception of St. Albans in the northwestern corner of the state.

Barre-Montpelier	2.6%
Bennington	2.6%
Brattleboro	2.9%
Burlington	2.4%
Lamoille	3.2%
Middlebury	3.3%
Newport	3.7%
Rutland	2.8%
St. Albans	5.0%
St. Johnsbury	2.9%
Springfield	3.3%
White River Junction	1.9%

(Vermont Department of Employment & Training, September, 1987 Unemployment rates)

In counties with urban centers, average per capita income was far higher than in rural areas as are unemployment rates. Because low income problems on a percentage basis are scattered fairly evenly statewide and not necessarily confined to defined pockets, the criteria for providing library service to the disadvantaged is basically the same as providing service to

inadequate public libraries. Two thirds of Vermonters live in towns with populations under 2,000 which means that most of Vermont libraries are in towns with an inadequate tax base leading to library services that are, at best, extremely limited. As we have stated, seventy-six towns and gores have no local library service. For the most part areas without library service are isolated, rural, sparsely populated with a low average education level and a limited, if not totally inadequate, tax base. Thus, the effort for this part of the population is to insure access to information and materials for those Vermonters who do not have convenient access to a public library.

User Needs:
1) Access to basic materials and information at an appropriate reading level in an appropriate format and at no cost.
2) Access to community information and referral to other state and regional agencies for basic life resources.
3) Sensitive and understanding staff.
4) Access to library programs and services to meet a wide range of cultural, recreational, and educational needs.

Library Needs:
1) Training for library related staff to deal with the needs of this constituency.
2) Funding for appropriate materials and services.
3) Support and informational services from state library and social agencies.

GOAL:
To meet the library and informational needs of all Vermonters including those who are isolated, disadvantaged, culturally deprived, disabled, and deinstitutionalized.

Definition: "Disadvantaged" means, for purposes of this program, "persons whose socio-economic or educational deprivation or whose cultural isolation from the general commuity may preclude them from benefiting from public library services to the same extent as the general community benefits from these services." (34 CFR 770.4[c]).

"Making public library services accessible to individuals who because of a disadvantage, are unable to benefit from public library services regularly made available to the general public. These disadvantages include but are not restricted to distance, residence, handicap, age, literacy level, and limited English speaking ability." "Disabled" means, for purposes of this program, "mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, or otherwise health impaired." (34 CFR 770.4[c]).

"Deinstitutionalized" means, for the purposes of this program, "persons who have been released from institutions as defined in the program, Services to Institutions."

OBJECTIVES:
The objectives of this program also include those from the programs: Library Services to the Limited English Speaking, Literacy Services,

Services to the Physically Handicapped, Services to the Elderly, Services to Areas Without Public Libraries, Services to Inadequate Public Libraries and Community Information and Referral Services. In the interest of space those objectives are not duplicated in this program.

Objective I: To encourage and assist public libraries to plan and implement special outreach services and public relations efforts to reach disadvantaged Vermonters.

I. Task 1. Encourage at least three libraries each year to enter a comprehensive planning process that includes representation from the disadvantaged and disabled.

I. Task 2. Develop at least one specific statewide program each year that public libraries can replicate without major local effort and expense (such as a reading discussion series for the basic adult) for the newly literate, aging, etc. who are also disadvantaged.

I. Task 3. Encourage at least three libraries to design awareness activities that have special appeal for this constituency.

Objective II: To provide training opportunities for public library personnel in dealing with the special resources, needs and opportunities of the disadvantaged.

II. Task 1. Offer at least one workshop each year in two locations dealing with a specific aspect of development of services for the disadvantaged.

II. Task 2. Develop at least one program aid, manual or bibliography in an area dealing with or of interest to the disadvantaged.

Objective III: To provide materials and services for the disabled who are not handicapped to the extent of those eligible for Library Services to the Handicapped.

III. Task 1. Arrange at least one meeting with representatives of the Human Services Agency to assess services available to and needs of the disabled and deinstitutionalized.

III. Task 2. Work with local librarians to develop sensitivity to the needs of this constituency concentrating in those areas that have half-way houses, group homes, etc.

III. Task 3. Provide direct technical assistance to libraries instituting services in this area upon request.

III. Task 4. Provide large print books at least at ten percent above the prior year level for those persons with visual handicaps.

III. Task 5. Maintain deposit collections of large print books at public libraries, senior centers, and meal sites at least at the prior fiscal year level.

III. Task 6. Publish and distribute a large print catalog every four years with annual supplements. FY88, 92.

III. Task 7. Publish a large print newsletter at least twice each year.

Objective IV: To insure that all public buildings are physically and mentally accessible accessible by the disadvantaged and disabled.

IV. Task 1. Work with all public libraries to find ways to meet the Vermont public building accessibility laws.

IV. Task 2. To work with Human Service Agencies and others who are involved with the disabled to help local rural public libraries one-to-one to develop an atmosphere to treat disadvantaged and disabled with sensitivity and understanding.

POLICIES:
The policy of DOL is to provide direct service to disadvantaged Vermonters without local library service, and to encourage and assist local public libraries in planning and developing appropriate services through training, program aids and by establishing connections with the agencies that provide ongoing economic, mental and physical support to these people.

PROCEDURES:
Any person may use all resources of the Department of Libraries and its Regional Libraries free of charge. Public Libraries may subscribe to training free of charge. Program aids are distributed to all libraries. Direct one-to-one solution of problems are supported upon request.

PRIORITIES:
Help is given to both individuals and to libraries upon request through this program and those other related library programs in this document. Consultants and equipment are available upon request. Referrals to other agencies are made when appropriate. Because 90% of Vermont's public libraries are open few hours and staff is untrained first priority is given to those rural isolated libraries that have untrained staff and a difficult rural population that is isolated with mental barriers to library service. It is also an ongoing uphill challenge to help librarians over psychological barriers to their population in view of so many other unmet needs.

CRITERIA:
No grants are given in this program. Because of the size of the state population and its number of small rural libraries - all libraries only need to ask for help and training to receive it. The criteria for other programs in this document listed earlier in the objectives will hold for this one also. New criteria will be developed when the assessed need is more clearly defined and more long range planning is forthcoming from the local level.

EVALUATION:
Statistics from measurable objectives will be analyzed. It is difficult to obtain local statistics as local libraries cannot break down numbers of users in this category.

TITLE I - LIBRARY SERVICES TO THE PHYSICALLY HANDICAPPED

BACKGROUND AND ASSESSED NEED:

Because of Vermont's rural nature and small population, most library services to the blind and physically handicapped are provided directly from the state library agency which is also the Regional Library for the Blind and Physically Handicapped for Vermont.

In this program large print books, tapes, records, talking books, and visual aids are provided to approximately 1,600 visually and physically handicapped Vermonters unable to read conventional print with corrective lenses or unable to hold a book for a reasonable time. A small resource collection on blindness and physical handicaps is maintained. As of August, 1976 the Vermont Department of Libraries was designated by the Library of Congress as the Regional Library for the Blind and Handicapped for Vermont, this program administered by the Special Services Unit of the department. Free talking books (records and tapes) from the Library of Congress are distributed to the legally blind and handicapped. Prior to 1976 the Department of Libraries provided about half of this service to Vermonters while the New York State Library had a contract to provide the rest. Growth of the service and the need to increase efficiency and effectiveness led to the decision to centralize the service in Vermont. Both the Library of Congress and Vermont organizations of the blind and handicapped recommended this change. However, the Vermont Department of Libraries does contract out service to its few braille readers to the Perkins School for the Blind in Watertown, Massachusetts.

Since the transition in 1976, circulation and the number of users has more than doubled. In the beginning this was partially due to an intense public relations campaign, but the personalized service offered by the staff has been an important factor in the past three years.

Public librarians and service organizations are kept informed about the program so they can inform eligible readers about the service. Deposit collections are placed in public libraries upon request. Booths are set up at statewide fairs to contact eligible rural and isolated residents.

In FY80 an active program was developed with a group of volunteers in southwestern Vermont to record Vermont and New England materials for the visually impaired. Vermont books along with Vermont Life and Country Journal will be recorded for circulation and these recordings will be included in LC as well as in Vermont catalogs. Materials are also recorded upon demand for patrons with special needs.

Another new development begun in FY79 which will be continued is to supply popular materials in French both in large print and in talking book or tape format to nursing homes with a large bilingual population especially in the northern areas. The older population in Vermont, many of whom have visual handicaps, seems to be more interested in bilingual materials than does any other group. Cooperation with Maine and Quebec to obtain little-used materials and films has been worked out to insure access. A bilingual citizen has been located to help select large print books and talking books of popular appeal for that part of the population which cannot read ordinary print and volunteers have been identified to record materials in Canadian French for this part of the population.

In FY87, the Vermont Regional Library for the Blind and Services for the Handicapped moved to newly constructed quarters at a regional library

facility. The move provided for more parking and easy physical access to materials and services for this population with all services now being on street level.

In FY88 after four years of planning, the Vermont Regional Library for the Blind will enter an automated environment along with all other programs of the Vermont Department of Libraries. The Data Research Associates integrated library system has been chosen. The result is that all preparatory work and data input will be accomplished between January and June of 1988. This major development is expected to change work load and method of delivery of services but not the actual basic services provided.

User Needs:
1) Access to library materials in appropriate formats.
2) Access to machinery and aids for reading format.
3) Referral services to appropriate agencies for health, consumer, and employment needs.
4) Physical access to buildings and services.
5) Awareness of programs and materials available.
6) Networks for common interests.
7) Sensitive and trained library personnel.
8) Outreach and programs for the homebound.

Library Needs:
1) Cost effective solutions to architecture and transportation barriers.
2) Trained staff sensitive to needs of the handicapped.
3) Awareness programs that reach the handicapped.
4) Cooperation with other agencies involved with the disabled.
5) Community and state information and knowledge for referral.
6) Efficient and effective means of delivery of materials to the handicapped including automated services.
7) Means to provide access to all resources for the visually and physically handicapped.

GOAL:

To strive to meet a wide range of library and information needs for all certified visually and physically handicapped Vermonters.

Definition: "Library services for the physically handicapped" means the provision of library services, through public or other non-profit libraries, agencies, or organizations to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations. (P.L. 98-480 Sec. 3[4]).

OBJECTIVES:

Objective I. To provide library materials to meet the special informational needs of the certified legally blind, physically handicapped including those housed in nursing and retirement homes.

I. Task 1. Maintain at the prior fiscal year level the number of materials circulated to the blind and physically handicapped.

I. Task 2. Maintain and distribute talking book machines or cassette players to the blind and physically handicapped.

I. Task 3. Recruit, train and coordinate at least three volunteer readers each year to record tapes.

I. Task 4. Produce, with volunteer readers, at least one tape of Vermont materials and additional tapes on demand at least at the prior fiscal year level.

Objective II. To generate awareness of services to the handicapped by both continuing ongoing public relations and by implementing new forms of publicity.

II. Task 1. Publish a newsletter at least twice a year and circulate it to users, meal sites, senior centers, etc.

II. Task 2. Inform the general public and eligible users of library services to the handicapped by speaking to professional and community groups at least at the prior fiscal year level.

II. Task 3. Take part in at least one radio or TV program each year.

II. Task 4. Plan and implement at least two special exhibits each year for the state fair and for county fairs in rural areas.

II. Task 5. Publicize services to the handicapped by preparing at least two exhibits and demonstrations for circulation to public libraries, schools, and professional organizations.

Objective III. To make access to materials and resources for the handicapped more efficient and effective through the implementation of technology including on-line circulation.

III. Task 1. Plan in detail the conversion of all patron and collection data to machine-readable format by March 30, 1988.

III. Task 2. Convert data to machine readable format by June 30, 1988.

III. Task 3. Implement on-line circulation of materials for the handicapped no later than September 30, 1988.

Objective IV. To provide training and technical assistance to library personnel working with the legally blind, physically handicapped and immobile elderly.

IV. Task 1. Insure that a member of the Special Services staff visits or meets with personnel from state supported institutions which serve the handicapped at least once each year.

IV. Task 2. Insure that a member of the Special Services staff participates at least at the prior fiscal year level in meetings of those statewide organizations which deal specifically with the handicapped.

IV. Task 3. Provide for training of volunteer readers at at least one session each year.

IV. Task 4. Participate in the planning and teaching of at least one training session each year for librarians to develop sensitivity and skills in providing library and referral services for the handicapped.

IV. Task 5. Maintain telephone and print information and referral services in areas of interest to the blind and physically handicapped and those who work with them, and for DOL each year at least at the prior fiscal year level.

IV. Task 6. Write at least one article annually for the DOL News on services, materials, etc. available through the DOL Special Services Unit.

IV. Task 7. Publish and distribute at least one bibliography annually of materials of interest to the handicapped and those who work with them.

Objective V. To evaluate present services and plan for future projects and services for the handicapped with the assistance of the patrons and those who work with the handicapped.

V. Task 1. Evaluate the effectiveness of the DOL automated services to the handicapped by surveying the users in FY89 and submitting a comparison study with the FY80 study no later than June 30, 1990.

V. Task 2. Charge the DOL Advisory Committee for the Blind and Physically Handicapped with the task of reviewing present services and analyzing current and future needs with recommendations for changes in services no later than June 30, 1989.

V. Task 3. Implement recommendations from Task 2 in FY90-93.

POLICIES:

In this state of only 500,000 people, circulation of materials and equipment to the handicapped are handled centrally and directly to the user through the Regional Library for the Blind. Consultant help and training are offered to public and institutional libraries in programming, sensitivity and in what is available.

CRITERIA:

Any one who becomes certified by a competent authority to read or to use conventional printed materials as a result of physical limitations may participate in this program.

EVALUATION:

Evaluation will be done by measurement of objectives and by staff, Advisory Council and user analysis, as well as every two years by Library of Congress staff in the division responsible for providing the recordings that circulate to the blind.

TITLE I - INSTITUTIONAL PROGRAM

BACKGROUND AND ASSESSED NEED:

From small beginnings under the Title IVA and IVB programs, the Department of Libraries now administers an extensive and very effective program of library services for institutions residents. State and Federal funds are used for the following purposes:

1. Materials for institutions libraries.
2. Circulation of films to institutions.
3. Consultation with institutional librarians and administrators.

Vermont has been a national leader in mainstreaming the institutionalized except for those in correctional institutions. It must be noted that this program is influenced considerably by policies and decisions made by state agencies over which the Department of Libraries has no control. As shifts are made in institutions in terms of size, emphasis, educational programs, etc., the department plays an important role in planning and assisting in the readjustment of library priorities and emphasis. For example, in recent years four state institutional facilities have been closed: the State maximum security prison at Windsor in 1975, the State sanatorium in Pittsford in 1970, the Police Training Center in Pittsford, and in FY79 the Weeks School, a juvenile correctional facility. The number of patients housed at the Vermont State Hospital has also decreased by more than half since 1975. The Department of Libraries staff in this unit has coordinated the dispersal of the library materials from closed institutions to other similar types of institutions in the state with like needs. The gradual closing of institutions in a small rural state such as Vermont will have future negative impact on our ability to maintain a standard level of maintenance of effort. The number of residents in Vermont's thirteen institutions in 1975 was 2,078. In 1981 the number had dropped to 1,564 and went up to 1,782 in FY82. In FY84 the number of residents decreased again to 1,245, rising in FY87 to 1,483. One reason for the rise is that one new facility for teenagers opened in FY85 and a new juvenile detention center opened in FY86.

In FY86 the average per capita amount spent on library service for residents of institutions was over $100. The people administering institutions continue to operate under Federal and state mandates to get the institutionalized back into the community. Divergent Federal mandates will make it extremely difficult for us to justify and maintain financial levels for some institutional library programs in a time when those former residents now back in the community are patrons of small public libraries and need specialized services from those agencies.

One of the best cooperative programs that has been developed is between the Department of Libraries and the correctional centers and involves the repair of talking book machines. Using residents to carry this out has provided speedy repair of machines on a regular basis. Machine repair has been incorporated into the Vocational Rehabilitation Program at one of the five correctional centers. New reading and discussion programs directed at specific audiences (e.g. women inmates) were implemented in FY86 and FY87 with great success and will be continued. Special collections for new institutions and new needs were developed in FY86-87 and will require continued support.

User Needs: 1) Access to library services.
2) Library materials in appropriate formats and at appropriate reading levels.

3) Access to interlibrary loan services.
4) Library programming to stimulate literacy.
5) Needs of users the same as for the literacy program.

Library Needs:

1) Coordination of programs between institutions.
2) Technical assistance and consulting help for ever-changing staff.
3) Adequate financial support.
4) Training on a regular basis.
5) Materials in appropriate formats and at appropriate levels.

GOAL:

To encourage and assist the development of quality library service in Vermont's state supported institutions.

Definition: "State institutional library service" means the providing of books and other library materials, and of library services, to (a) inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, or general or special institutions or hospitals operated or substantially supported by the state, or (b) students in residential schools for the physically handicapped (including mentally retarded, hearing impaired, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired or other health impaired person who by reason thereof require special education) operated or substantially supported by the state (98-480 Sec. 3(a)).

OBJECTIVES:

Objective I. To provide materials and resources to meet the library and information needs, including correctional, health and mental health care facilities.

I. Task 1. Provide appropriate library materials in all formats, including access to interlibrary loan, substantially supported by State funds at the prior fiscal year level but to each institution based on the current population in June of each fiscal year.

I. Task 2. Insure that at least 25% of library materials purchased supplement training programs offered by the institutions.

I. Task 3. Insure that at least 25% of library materials purchased for the correctional facilities are purely recreational.

I. Task 4. Insure the availability of all appropriate supplementary materials and services to residents at least at the prior fiscal year level.

I. Task 5. Work with correctional library personnel to develop a reference collection in each center by June 30, 1989 to reflect the local needs and interests of the residents.

I. Task 6. Work with correctional library personnel and the Vermont Reading Project to develop at least one reading and discussion series each year that reflects the reading interests and abilities of the residents.

Objective II. To provide specialized professional library expertise and training to personnel working in State supported institutions.

II. Task 1. Work with other State agencies, including Corrections, Mental Health, Social & Rehabilitative Services, to insure that every State supported institution housing more than 100 residents has a full time person responsible for library services, and that institutions of less than 100 have library services available.

II. Task 2. Have a State library agency consultant visit each institution once a year and arrange in-office or telephone conferences as necessary to give technical assistance.

II. Task 3. Insure that institutional library personnel are informed of professional meetings and of all training opportunities offered by the DOL including workshops, materials review sessions, film previews, etc.

II. Task 4. Provide at least two in-service training sessions each year directed specifically to the needs of institutional library personnel.

II. Task 5. Provide orientation to DOL and statewide library services and to effective library management techniques for all new institutions library personnel within six months of the date of their employment.

POLICIES:

The policy of DOL is to assist state agencies responsible for the institutionalized in developing quality library service and programming for specific constituencies of residents. This includes funds for materials, interlibrary loan, and programs, training and technical assistance.

Only those Federal, State, and other funds that benefit institutional residents may be applied toward the LSCA Maintenance of Effort requirement for this program.

PROCEDURES:

The majority of library funds for library services to those institutions supported substantially by State funds are distributed in the summer of each year by a formula based on the number of residents in June of that year. Some funds may be allocated for special projects. If State funds are totally withdrawn from an institution, library financial support through LSCA will cease.

Consultant, training and technical assistance are available to all institutions upon request to the the state library agency.

PRIORITIES:

Priority is given to those institutions which have made a commitment to providing staff on a full time basis. Funds are distributed on an annual resident count provided that library service is administratively supported at the institutional level.

Training and technical assistance are provided upon request.

CRITERIA:

The adequacy of libraries in each of the state supported institutions will be determined by using the standards included in Library Standards for Adult Correctional Institutions, Objectives and Standards for Hospital Libraries, Manual of Correctional Standards, Essentials for Patient's Libraries, and Standards for Libraries at Institutions for the Mentally Retarded.

Other criteria are:

1) Substantial funding supported from state sources.
2) Administrative support from individual institutions and supporting state agencies.
3) Evidence of ongoing competent library staff.
4) Willingness of library staff to be trained.

Institutions will be considered to be providing adequate library service when there is:

1) Existence in larger institutions of an adequate center to provide library services to those institutionalized; in small institutions procedures in the institution's operations to provide means of access to such services.
2) Provision for a full-time librarian in institutions with 100+ residents.
3) Provision for at least part-time library staff in institutions with fewer than 100 residents.
4) Provision of 100 books or nonprint materials per resident in each institution.
5) Coordination and integration of institutional materials into the Vermont Resource Sharing Network.
6) Participation of institutions in the Vermont Resource Sharing and Interlibrary Loan Network on an equal basis.
7) Provision for a line item in each institutional budget for the support of minimally adequate standards for the institutionalized - in Vermont $15.00 per capita.
8) Provision for a line item in each institutional budget for the purchase of library materials which will provide a level of service approximating at least that of small public libraries. In Vermont this means, at present, $3.00 per capita.

EVALUATION:

Evaluation will be done on two levels; the success of the service statewide and the success in individual institutions. The objectives listed above are measurable as are the criteria, and statistics generated will provide a barometer of success.

TITLE I - STRENGTHENING THE STATE LIBRARY ADMINISTRATIVE AGENCY

BACKGROUND AND ASSESSED NEED:

The mission of the Vermont Department of Libraries as a total agency is to promote the development of statewide library resources and services; to make available information and materials for state government, the legislature, the judiciary, and the general public; to strengthen local libraries; to consult with local libraries; and to foster new means of cooperation and resource sharing among all types of libraries. The department also strives to create a configuration of services compatible with the desires of a majority of Vermonters, but directs its major effort and emphasis to those programs which can be performed most effectively and efficiently by a central agency. At the same time the Department of Libraries encourages more self sufficiency, initiative and imagination at the local level by providing for the continuing education and training of librarians and trustees, thereby hoping to insure effective library service designed to meet the information needs of all Vermonters.

For the purposes of LSCA it must be noted that several state agency functions do not receive LSCA funds nor are they used to match LSCA funds. Programs that are totally state supported and not used as matching funds are those that serve state government, the legislature, and the judiciary. Other DOL programs are substantially funded with LSCA and matching state funds, but are included in other areas of this document primarily in Service to Areas Without Library Service and Service to Areas With Inadequate Services. In Vermont with no intermediary forms of government local agencies work directly with the state. The regional library system, for example, in most states would be operated at a local, county or multi-county level. In Vermont no local library is adequate to provide this service, and for over fifty years the system has operated under state auspices, but has provided the same direct services to individuals and local libraries as other library systems nationwide provide.

The rural environment and state governmental structure does require a special configuration for delivery of services. Therefore, the only services in this program are those used to support other statewide services that are included in other parts of this document and are themselves eligible for LSCA funding.

GOAL:

To insure the information needs of all Vermonters are met by providing leadership, technical support, and supplementary services at the state level for those statewide programs discussed in this document and supported by LSCA funding.

Agency Needs:

1) Adequate funding to provide support for technical support and services for making materials available to regional and public libraries.
2) Adequate means to deliver basic services to libraries and the public.

OBJECTIVES:

Objective I: To perform essential support functions for acquisitions, cataloging, and processing of materials for the Department of Libraries, its regional libraries, and the State-supported institutions.

I. Task 1. Order, catalog, and process all items selected by the DOL and the State-supported institutions with the following exception: materials acquired by state correctional centers.

I. Task 2. Maintain a consistent level of quality in cataloging such that the number of complaints received does not exceed six per year.

I. Task 3. Devise a plan to revise cataloging procedures to insure ongoing compatibility with the automated system as it is implemented.

Objective II: To provide training and technical assistance in the areas of cataloging, filing, and related topics to other DOL units and to the Vermont library community with special emphasis on those using the OCLC computerized card service.

II. Task 1. Participate in at least one training session each year to provide staff and/or library related personnel at the local level with skills in cataloging, processing, filing, and related topics.

II. Task 2. Respond to specific requests for cataloging assistance from local public libraries upon demand.

Objective III: To automate the services and operations of the Department of Libraries and make access to the automated system available to public libraries.

III. Task 1. Make the DOL data base and on-line catalog available to public libraries by July 1, 1988.

III. Task 2. Devise a plan to begin integration of public holdings into the DOL integrated automated data base by June 30, 1991.

III. Task 3. DOL will experiment with new forms of technologies as they appear (CDROM, etc.) and provide training, demonstrations and information for public libraries at least once each year.

POLICIES:
The policy of the DOL is to provide central support services for its statewide programs. Direct services are included in the programs themselves. For automation in this rural environment the policy is for DOL to first automate its own programs, to encourage and help public libraries to plan carefully and to provide expertise to implement a system, and to connect with the statewide database. Multi-type cooperation is under Title III programs.

PROCEDURES:
Included in policies. Technical support is given to any public library upon request.

PRIORITIES:
The DOL will support its programs and will give priority in automation to those libraries that commit to interfacing with the statewide system.

EVALUATION:

Evaluation will be carried out in conjunction with measurable objectives, and with ongoing monitoring of development of the statewide system.

TITLE I - SERVICES TO THE ELDERLY

BACKGROUND AND ASSESSED NEED:

Library services to Vermont's older population of over sixty-five years of age, numbering 58,156 in 1980, or 11% of the population, has been a state priority for several years. In fact, over 50% of Vermont's public libraries are directed and staffed by older Americans. Older Vermonters are encouraged to meet their reading and information needs through ongoing public library services. For those who cannot do this, efforts are made to locally serve nursing homes, retirement centers, meal sites and the homebound. State agency regional library facilities can be accessed by mail, by phone or by walk-in. Awareness campaigns are accomplished through activity directors, senior centers, meal sites, statewide fairs, PSA's and special displays.

Library services to the elderly include not only access to information but also referral to statewide programs to meet personal, health, and economic needs. The mission in Vermont has been to integrate the elderly, especially the mobile elderly, into general library programming rather than to separate or segregate this constituency. For example, it has been determined that over 50% of the participants in the 100 plus public library reading and discussion programs are over 60 years of age. Integration of the elderly into regular ongoing programming is to insure a cross fertilization of ideas as well as to bring all age groups into a "whole" community.

In addition to access by walk-in, mail or phone for all elderly Vermonters, mobile, homebound, or handicapped to limited library materials, service to this constituency has been achieved through local public libraries, opening Department of Libraries regional library facilities to individuals, cooperation with senior meal sites, the Vermont Office on the Aging, cooperation with and training for activity directors of retirement communities, senior housing facilities and nursing homes, book delivery programs, and all the services given to those elderly persons with visual and physical handicaps. Many public libraries also presently carry out home delivery programs for the elderly homebound.

Training for public librarians in the special areas dealing with the elderly has been done but not in great depth. It has been accomplished in pockets and the need is to expand offerings statewide with special emphasis on rural communities with small libraries. The visually impaired and physically handicapped are served statewide by the Regional Library for the Blind and Physically Handicapped.

User Needs:

1) Reading and information needs similar to those for all age groups including material in appropriate formats.
2) Trained and sensitive staff.
3) Accessible library facilities.
4) Home and alternative delivery programs.
5) Programming sensitive to the needs of the elderly.
6) Specific community information and referral services.
7) Services for the visually and physically handicapped.

Library Needs:

1) Training for staff in library needs for the elderly.
2) Adequate materials in appropriate formats and print size.
3) Adequate programming support at convenient times.
4) Support, personnel and funds to provide outreach with other agencies.
5) Cooperative efforts to provide programming and equipment.

GOAL: To insure that the elderly in Vermont, both mobile and immobile, have adequate access to information, library materials and public library services in a format appropriate to their needs.

Definition: The elderly are those persons aged 65 and older.

OBJECTIVES:

Objective I. To encourage public libraries to improve physical facilities and make location of and access to library buildings more convenient for the elderly.

I. Task 1. Review applications for LSCA Title II projects in view of library service to the elderly.

I. Task 2. Implement at least one new outreach service to be made available to the elderly in FY88-89.

Objective II. To insure that the elderly have ongoing access to information they require.

II. Task 1. Insure that the five statewide regional libraries are accessible to the elderly by walk-in, mail and telephone.

II. Task 2. Insure that the elderly have access to the resource sharing network directly from their homes or public libraries by mail, local phone cost, online or by other convenient methods.

II. Task 3. Develop at least one program aid to meet the needs of the elderly each year.

II. Task 4. Provide ongoing referral services in both the DOL and local libraries to insure that the elderly can receive adequate information from all agencies that affect their lives.

Objective III. To encourage the development and implementation of library programs serving elderly citizens based on identified needs.

III. Task 1. Provide for public library programming at convenient times and locations to insure that the elderly are integrated into overall library programming.

III. Task 2. Implement in cooperation with the Vermont Reading Project, Vermont Office on the Aging, and local

public libraries a multi-year statewide public library reading discussion program for the elderly designed in FY87 and approved in FY88.

Objective IV. To provide annual training opportunities in the area of library services for the elderly for library personnel at all levels including volunteers.

IV. Task 1. Provide at least one workshop each year in at least two locations concentrating on public library service to the rural elderly.

IV. Task 2. Provide professional library consultant services to personnel of public libraries, nursing homes, senior meal sites and other programs for the elderly at least at the FY87 level.

IV. Task 3. Work with at least one community each year to establish a local network interfacing the public library and agencies involved with serving the elderly.

IV. Task 4. Insure that state agency library personnel meet with Office on the Aging personnel at least twice each year to develop cooperative programs in areas of need such as Objective III, Task 2.

IV. Task 5. Work with the ACTION agency and RSVP regional coordinators to bring RSVP volunteers into at least two public libraries each year to work with their own peer group to develop new programs.

POLICIES:

The policy of the Department of Libraries is to encourage the development of services, resources and programs to meet the needs of the elderly and to integrate them, whenever possible, into the whole community approach to library service.

PROCEDURES:

Public libraries will be encouraged to do more to serve the elderly by taking advantage of material and personnel resources of the state agency. Eligible activities established by regulation include, but are not limited to (34 CFR 770.10 [b] [4] [ii]):

1) Training library personnel and volunteers to work with the elderly;
2) Developing statewide and local library programming for the elderly;
3) Purchasing special library materials for use by the elderly;
4) Paying salaries for elderly persons who work in libraries as assistants on programs for the elderly;
5) Providing to the elderly home visits by librarians and other personnel;
6) Establishing programs to notify the elderly about the availability of library services; and
7) Furnishing transportation to enable the elderly to have access to library services.

PRIORITIES:

In FY88-92 priority will be given to 1) training library personnel and volunteers to work with the elderly in specific areas of access to information, and 2) developing and implementing statewide programs (such as reading discussion series) that small local rural libraries can replicate with little or no local planning included. These two priorities result from the fact that 90% of Vermont's public librarians have no library training and 50% work in libraries in communities under 2,000 with the library open less than twelve hours per week. The time and necessary personnel for the most part is not available for the average public library.

It is hoped that all communities requesting programming assistance will be helped. If not, priority will be given to projects which involved cooperation including more than one community and/or agency.

CRITERIA:

The eligible activities under Procedures will be used as guidelines, but an effort will be made to work with every public library needing help in this service upon the request of the public library.

Library service to the elderly will be deemed adequate when, in addition to criteria listed in other programs and ongoing services presently available through public libraries, department regional libraries, and Special Services to the Blind and Physically Handicapped the following is accomplished:

1. All public libraries are physically accessible to both the mobile elderly and to those with special needs.
   Status: 210 active public libraries - 100 (est.) meet criteria; special needs handled statewide by Department of Libraries.
2. Public libraries and department regional libraries provide ongoing service to the elderly walk-ins and respond to isolated or homebound elderly by mail, phone, or home delivery service.
   Status: 210 active public libraries - no estimate in 1987 on how many meet criteria; 5 regional libraries all meet criteria except home delivery. A survey is planned for FY88.
3. Existence of annual workshops and training sessions for public librarians, activity directors and volunteers to improve library and information programs and services for the elderly on a regular basis.
   Status: One workshop provided in FY86.
4. Provision of program aids, manuals and bibliographies designed especially to meet the needs of the elderly on a current basis.
   Status: No specific statistics kept in FY87.

EVALUATION:

The above objectives can be measured quantitatively and because library statistics are already available for this ongoing priority, group comparisons with past years can be made. Vermont's overall services to the elderly have been singled out as among the best in the country but improvements can always be made in the quality of services and programs. No quantitative evaluation is possible for the use of general public library services by age, race or religion.

TITLE I - LITERACY PROGRAMS

BACKGROUND AND ASSESSED NEED:

Nationally it is estimated that 15% of the adult population is functionally illiterate - that is unable to look up names in a phone book, read a road map or keep a checking account. In Vermont, the picture is essentially the same with the estimate being 57,836 adults age 16 and over lacking functional literacy skills. At the same time, Vermont has a statewide highly developed, nationally recognized home based literacy program, Vermont Adult Basic Education, which is the focal point of the literacy push in Vermont. Vermont library participation in literacy, for the present, must be developed as supplementary, support and cooperative services to this program which has a statewide following with over 5,000 participants and qualified staff.

It is difficult dealing with literacy problems in Vermont from the local public library perspective. Ninety percent of Vermont's 209 public libraries are staffed by personnel with no formal library training and a large percentage are staffed by a single individual with no education beyond high school. Two-thirds of Vermont libraries are in towns with less than 2,000 population, and fifty percent are open less than twelve hours per week.

It is difficult for untrained, poorly paid, part-time library personnel to find the energy, commitment and resources to deal in-depth with the functionally illiterate whose living skills tend to be inadequate, who are isolated both mentally and physically from the learning process and who already have built-in barriers to reading and libraries.

The literacy challenge in Vermont is a statewide problem with the numbers of illiterate spread quite evenly through the fourteen counties.

Addison	1,894	12%
Bennington	2,667	13%
Caledonia	1,965	13%
Chittenden	5,241	9%
Essex	597	16%
Franklin	2,893	13%
Grand Isle	384	14%
Lamoille	1,003	10.5%
Orange	1,758	13%
Orleans	1,943	14%
Rutland	4,803	14%
Washington	3,701	12%
Windham	3,097	13.5%
Windsor	4,104	13%

Because a successful statewide effort is already in operation, it is questionable whether small rural public libraries should duplicate existing literacy programs if a quality level cannot be maintained over an extended period of time. Libraries presently work with literacy volunteers and programs by providing space along with supplementary high interest, low vocabulary materials. In Southeastern Vermont the local literacy volunteers donated materials to all fifty-one libraries as a thank you for support. Non-book and on-line formats are not heavily used in Vermont's rural environment due to lack of expertise, funding and equipment.

User Needs: 1) A sympathetic non-threatening atmosphere.

2) Understanding trained staff.
3) Access to materials in suitable formats, reading levels and subject matters.
4) Community informaton and referral.

Library Needs:

1) Ongoing training and awareness programs for library staff and volunteers.
2) Materials in suitable formats, reading levels and subject matters.
3) Consultant help and resource support from both the state library agency and Adult Basic Education personnel.
4) Financial support for materials and programs.
5) Programs that can easily be replicated with total local planning.

GOAL:

To improve and extend Vermont library involvement in and support for statewide literacy programs to insure that Vermonters have local access for opportunities to develop the basic literacy skills.

Definition: "Literacy" means the ability of an individual to read, write and comprehend and to perform basic arithmetical computations. (34 CFR 770.4[c]).

OBJECTIVES:

Objective I. To survey existing statewide literacy efforts and institute cooperative planning and supplementary programs.

I. Task 1. DOL consultants meet with Adult Basic Education and Community Action personnel at least four times a year to identify and evaluate library needs in relation to existing programs.

I. Task 2. Encourage all libraries and library personnel to join in the public/private/government statewide campaign "Vermont Alliance for Literacy" to insure that the library role is defined and incorporated.

I. Task 3. Survey in FY88 all libraries to determine present literacy efforts and support services.

I. Task 4. Based on Tasks 1-3, design with public libraries an ongoing library component for the Vermont home-based literacy program by FY91.

Objective II. Provide training, resources and consultant help for public library personnel working in various levels of literacy programs.

II. Task 1. Develop at least one workshop each year to help library personnel and volunteers develop awareness, services and materials to supplement ongoing literacy programs.

II. Task 2. Distribute material as it appears to all public libraries on statewide literacy efforts happenings and programs (e.g. Literacy Day, etc.).

II. Task 3. Develop at least one major annotated bibliography or program aid each year to assist local libraries in working with functionally illiterate parents of small children.

Objective III. To work to increase the number of local libraries actively participating in statewide literacy efforts by 5% each year.

III. Task 1. Increase the number of local libraries providing space for literacy volunteers to work with clients by 5% each year.

III. Task 2. Encourage at least twenty libraries each year to prominently display the Vermont literacy logo indicating "safe haven" for persons seeking literacy help.

III. Task 3. Insure that every library has consistently current referral information to make connections between persons seeking help and those providing services.

III. Task 4. Implement a program in cooperation with Adult Basic Education to insure that the literacy coordinator in every community meets the local librarian.

III. Task 5. Increase the number of libraries providing basic library materials in appropriate formats and levels and of interest to persons enrolled in literacy programs by 5% each year.

III. Task 6. Initiate at least one cooperative program in FY87 to bring together a local library and agencies involved in deinstitutionalization and half-way houses to improve library services to this growing constituency which has a high rate of illiteracy.

III. Task 7. Develop a plan to replicate successful literacy programs in small rural libraries by June 30, 1988.

III. Task 8. Work with Vermont Reading Project, Vermont Adult Basic Education, and Vermont Council on the Humanities to find funding for the reading project developed for new literate adults in 1987.

Objective IV. To continue to participate with the Vermont Alliance for Literacy in the cooperative STATEWIDE MEDIA AND AWARENESS campaign initiated in FY86-87 as part of the LRP.

IV. Task 1. Insure that libraries continue to be a part of the media campaign.

IV. Task 2. DOL insures that all libraries have promotional and awareness material produced by the campaign.

POLICIES:

The policy of the Vermont Department of Libraries is to encourage support and offer consultant help and materials upon request to public libraries initiating literacy efforts. In addition, the DOL will act as a liason with statewide literacy efforts such as Vermont Adult Basic Education and the Vermont Alliance to insure that libraries are made aware of programs and that the programs are aware of library possibilities.

PROCEDURES:

Because this program is a high priority, efforts will be made to involve all libraries large and small. Consultants will be assigned and made available to any library requesting help. The DOL will make connections with other agencies, will facilitate and aid in planning and will assist with program aids. Libraries will be encouraged on a regular basis to get involved, become safe havens for those needing services while maintaining confidentiality. Finally, efforts will be made to contact volunteer organizations such as retired teachers, RSVP, etc. to make available additional competent personnel to assist rural librarians with little or no training, no time, and a fear of failure.

CRITERIA:

The criteria for supporting this priority is simple. A library need only ask for help. Guidelines could be established but that would only put up barriers. To encourage participation, all possible support will be given. No grants are available, but at this point overcoming lack of awareness, lack of planning, and other non-monetary barriers are equally important.

Improvement and extension of Vermont library involvement in statewide literacy progams will be considered successful when:

1) Every library in the state of Vermont has developed supplementary and support services, such as space and materials, to agencies and personnel working in statewide literacy programs. 209 public libraries - 90 (est.) meet criteria.

2) Every library in Vermont has created a mental and physical environment through PR, collection development, use of non-book formats and programming to attract functionally illiterate persons and persons with inadequate reading skills. 209 public libraries - 90 (est.) meet criteria.

3) Every library in Vermont has developed total family library service including materials for all ages, at all reading levels and in several formats. 209 public libraries - 95 (est.) meet criteria.

4) Every library in Vermont has developed basic collections to help persons needing improvement in living skills including materials in parenting, child abuse, job skills, referral, passing driver's test, etc. 209 public libraries - no estimate available.

5) Training opportunities for public librarians in providing literacy services are provided by the Department of Libraries in cooperation with other agencies and literacy volunteers on a regular basis. Training in this area now sporadic, but one workshop a year is now done.

6) New statewide initiatives in media publicity to improve awareness of the public library as approachable are undertaken by library organizations and agencies at local and state level. Media publicity now being developed.

7) Cooperative programs to bring together libraries and agencies involved in deinstitutionalization and halfway houses to improve library services to this growing constituency which has a high rate of illiteracy. Efforts now sporadic.

EVALUATION:

Literacy efforts will have to be evaluated on two tiers locally and statewide. The measurable objectives above will allow us to measure the number of libraries, the number of individuals using those libraries, and the effectiveness of a statewide campaign. The ultimate will be to see how many image barriers can be broken down from all points of view.

TITLE I - COMMUNITY INFORMATION AND REFERRAL CENTERS

BACKGROUND AND ASSESSED NEED:

In Vermont over two thirds of the population lives in communities under 2,000. Within this rural environment it is locally rather easy to match residents and needed local services. In some small communities and larger urban areas the library acts as a referral center for individuals needing specific services, but in small towns with libraries open less than twelve hours per week this is not so. Community referral is left to Town Clerk offices and more often to the local general store information boards. The breakdown in communication in many areas is between local services and those offered on a broader basis, regional and state. Because Vermont is a small rural state the problem of community information and referral is not as complex as it is in more urban and populated areas. The new challenge is to bring local libraries on-line with the statewide automated library system over the next five years while simultaneously planning future applications to insure that after a series of commands on the library system a central switch can be accessed and the patron can then be switched automatically on-line to the service of his choice including such things as motor vehicles, welfare, education, etc. This ability would make the library a true referral center for a community and would allow the broad spectrum of state services to be easily available to the individual wherever he/she was. These needs are also met through other priority programs such as Disadvantaged, Elderly, Handicapped, etc.

User Needs:
1) Access to community and state programs and resources with no communications fee attached, i.e. telephone, driving, etc.
2) Trained sensitive staff.
3) Access to free library information services for appropriate materials and formats.
4) Knowledge of what exists and how to access it.

Library Needs:
1) Staff trained to handle referral and handling on-line information requests.
2) The technology, equipment and telecommunications to allow access through the Vt. Automated Library Network to all state departments and services.
3) Development of awareness programs for populations needing referral and information.
4) Materials in appropriate formats.

GOAL:

To provide Vermonters, no matter how isolated, with easily accessible Community Information and Referral Services which are able to link individuals with service or information needs with the agencies or resources designed to alleviate those needs.

Definition: "Community Information Referral Center" means a center that provides information and makes referrals to link people in need of services to appropriate resources (34 CFR 770.4[c]).

OBJECTIVES:

Objective I. To work with public libraries to develop ongoing Community Information and Referral Services in a systematic fashion.

I. Task 1. Offer at least one workshop each year in conjunction with other agencies to allow librarians to become familiar with existing agencies and resources.

I. Task 2. Work with at least five public libraries each year on a one to one basis to develop a methodology for determining what local services are available for local networking.

I. Task 3. Work with five communities to define extent of library responsibilities for community information and referral services as part of an overall planning process.

I. Task 4. Develop a methodology and distribute to all libraries in the form of a program aid by June 30, 1990.

Objective II. To work with local libraries upon request to implement Community Information and Referral Centers.

II. Task 1. To assign consultants to work with untrained library personnel to phase in referral information in a way that has been specifically determined to be best for the size and location of the community.

II. Task 2. To provide at least one workshop in FY89 in one location to define and describe various implementation methods for Community Information and Referral Centers.

II. Task 3. To publish successful methods for Community Information and Referral Centers as well as "new finds" in the DOL News in a regular column.

II. Task 4. To examine the feasibility of using volunteers in gathering resources for Community Information and Referral Centers.

Objective III. To plan for statewide automated Community Information and Referral access through the Vermont Automated Library Network by 1995.

III. Task 1. To determine by June 30, 1990 the feasibility of using the VALS as an access point for other state services used directly by individuals; e.g. motor vehicles, welfare, etc. through local libraries.

III. Task 2. Work with the State Information Systems division and other agencies to begin planning a state automated switching system to allow an individual to access a state service at no cost and be able to be switched directly on-line to other services as part of the initial request.

POLICIES:

The policy of the Department of Libraries is to help local libraries develop expertise for planning local Information and Referral Centers while

at the same time promoting a three tiered local, regional, state interactive on-line statewide Information and Referral system that can be accessed at no cost by an individual through even the smallest local public library.

PROCEDURES:

Training opportunities will be offered by DOL staff at least once a year for untrained public librarians in the areas of referral and information, resource gathering and local networking. Consultants will be assigned to help individual libraries plan and implement Community Information and Referral Centers on a local basis. The state library agency automation coordinator will work with state government, the network technical advisory committee and the state automation vendor to begin planning for a local-state Community Information and Referral network.

PRIORITIES:

There will be no priorities for libraries on this subject. Consultant help and information will be handled on a first come first serve basis. Workshops will be offered to public libraries annually. Program aids will be distributed to all libraries. A natural priority will be given to libraries already holding microcomputers if a local-state system can be implemented.

CRITERIA:

The Community Information and Referral goal will be seen as having been met when every Vermonter has convenient access to the community and service agency information and referral that he or she needs. Criteria to be addressed as Community Information and Referral progresses from planning through implementation to determine success are as follows:

1) Analyze participating community needs and resources.
2) Support from library boards and government.
3) Establishment of advisory groups and task forces from cooperating agencies.
4) Evidence of concrete planning.
5) Evidence of training completed.
6) Plans for information dissemination and awareness campaign.
7) Willingness to evaluate project with concrete data.
8) Willingness to participate in Vermont Resource Sharing Network.

EVALUATION:

Evaluation of specific objectives listed above will be determined from actual statistics compared to objective. Other indicators will include number of librarians attending training then following through to implementation. The use of consultants time for this priority can be measured. The ultimate success will be to measure progress toward a statewide/local interactive system by 1994.

TITLE I - LIMITED ENGLISH SPEAKING

BACKGROUND AND ASSESSED NEED:

In Vermont, the vast majority of residents with limited English speaking ability are those with French-Canadian backgrounds. Although a sizeable portion of Vermont's population has a French-Canadian background, only a small minority read French only. In the 1980 census it is estimated that only 2,000 Vermonters or less than one-half of 1% of the population fall into this category and the number is falling. Further, because the French speaking population is rural and scattered, few local libraries have the demand for materials and the resources to develop specialized collections. Except for the addition of materials in other languages, the criteria for serving this part of the population in Vermont should be basically the same as for providing adequate public library services to the disadvantaged and services to the elderly. The addition should be public library and nursing home access to popular French-Canadian language materials through the regional library system and the interlibrary loan network. Other than French, little bilingual material is needed in Vermont.

User Needs:
1) Access to materials and information in the appropriate language and format.
2) Access to library personnel who can communicate in appropriate language.
3) Access to library and informational materials which support transition to new cultural setting.

Library Needs:
1) Access to materials in the appropriate language and format.
2) Access to bilingual personnel.
3) Financial support to purchase appropriate materials and formats and to support services for limited English speaking populations.
4) Support and informational resources from state library system.

SUBGOAL:

To provide limited English speaking residents of Vermont with materials and access to information and services in their own language and appropriate format.

Definition: "Limited English speaking" refers to individuals who were not born in the United States or whose native language is a language other than English; or individuals who come from environments where a language other than English is dominant as further defined by the Secretary, and by reason thereof, have difficulty speaking and understanding instructions in the English language. (34 CFR 770.4[c]).

OBJECTIVES:

Objective I. To develop French-Canadian language materials and services.

I. Task 1. Purchase French language materials in formats that will appeal to user groups with special needs, aging, visually handicapped, etc. FY88-92.

I. Task 2. Cooperate with other New England states and regional libraries in Quebec, Canada, to supply French-Canadian users in special areas. FY88-92.

I. Task 3. Encourage local libraries to add books of interest to French-Canadians to their collections through purchase or through loan from Vermont DOL regional library system or from a Quebec state-run regional depository. Ongoing.

I. Task 4. Encourage public libraries to provide space and materials, book and non-book, for tutors working with persons with limited English speaking ability. Ongoing.

Objective II. To provide access to library materials in all languages requested by a user.

II. Task 1. Cooperate with libraries in Vermont and through the OCLC system to provide materials to all Vermonters with limited English speaking ability.

Objective III. To encourage the development of effective and innovative projects and strategies that would promote cross cultural awareness in both the library and the community.

III. Task 1. Encourage at least one library each year to use alternative formats for use with the limited English speaking.

III. Task 2. Provide materials for at least one community each year planning programs to cross cultural boundaries.

POLICIES:

The policy is to help local libraries meet the needs of this widely scattered small constituency by providing materials, aids and consultant help.

PROCEDURES:

All Vermonters have access to materials through their public library or the regional libraries no matter where the materials are located. All requests for help in this area will be accommodated.

PRIORITIES:

Because the number of potential users for this program and access can be accommodated by ongoing public library services, there are no priorities assigned. Services and access will be available statewide through services on the local and state levels upon request. Training public librarians will be a part of the ongoing collection development and programming for special populations workshops.

EVALUATION:

This program will be evaluated in terms of the specific objectives listed. Statistics of requests for bilingual materials and collections by

public libraries and by individuals will be measured. The regional library collection of French materials will be monitored for use. Language materials other than French will be obtained elsewhere. This program will be evaluated in conjunction with the programs for the disadvantaged, the elderly, the illiterate and for services to inadequate public libraries.

TITLE I - LSCA ADMINISTRATION

BACKGROUND AND ASSESSED NEED:

The Department of Libraries is the state library agency responsible for administering funds that come into Vermont under the auspices of the Library Services and Construction Act. The coordination and monitoring of all titles of the act is carried out directly by the State Librarian's office with the assistance of the Department of Libraries staff, the Board of Libraries, the LSCA Advisory Council, the Vermont General Assembly, and the library community as a whole.

Activities include planning, personnel work, budgeting, accounting, and evaluation to insure compliance with state law, Library Services and Construction Act regulations, and EDGAR. Funds are also used for printing, supplies, communications, and travel expenses for staff to monitor projects and for the LSCA Advisory Council which must meet to review and approve the Long Range Plan and the Proposed Annual Program.

The amount of funding in this program has always been minimal as the staff accomplishes the above tasks in addition to other tasks that are state funded. No LSCA funds are used for administrative personnel, but rather all LSCA funds for administration are designated for ongoing operation of the programs as described above.

Needs:
1) Funding to support the activities of administrative and advisory personnel including travel, supplies, postage, communications, etc.
2) Funding for printing and disseminating information related to the Federal program to libraries.

GOAL:

To coordinate the planning, administration, and evaluation of Titles I, II, and III of the Library Services and Construction Act.

OBJECTIVES:

Objective I. To coordinate the planning, monitoring, and evaluation for LSCA funds on an annual basis.

I. Task 1. To prepare the forms, applications, and draft materials for all LSCA programs.

I. Task 2. To insure that proper records and statistical reports are kept for LSCA programs.

I. Task 3. To monitor all programs funded in whole or part with LSCA funds with special emphasis on LSCA Title II Construction Funds.

I. Task 4. Disseminate the plan.

Objective II. To develop, conduct, and implement a program for extending and improving library services effectively utilizing LSCA funds.

II. Task 1. Establish the Statewide Advisory Council on Libraries broadly representative of public, school,

academic, special and institutional libraries, and users of libraries.

II. Task 2. Develop procedures for the administration of the State Plan.

II. Task 3. Act as a liaison between the library community of Vermont and the U. S. Department of Education during the planning and implementation of the plan.

Objective III. To administer the state plan and its objectives.

III. Task 1. Administer Title I funds for statewide programs for all areas of Vermont determined to have inadequate library services (e.g. the entire state).

III. Task 2. Administer and monitor LSCA Title II construction grants awarded to local communities.

III. Task 3. Administer and coordinate programs under LSCA Title III, multi-type interlibrary cooperation including contracts and grants.

III. Task 4. Maintain internal controls that ensure funds are expended solely for those purposes for which funds have been authorized, appropriated, and awarded.

III. Task 5. Insure that the LSCA funds are audited in accordance with the states single audit concept and Federal financial accountability requirements.

III. Task 6. Develop and submit reports to Federal agencies as necessary.

III. Task 7. Coordinate programs and projects supported under LSCA with library programs and projects operated by institutions of higher education, local schools, and/or other public or private library service programs, and other state and Federal agencies.

Objective IV. To develop and implement evaluative tools which measure the program's effectiveness.

IV. Task 1. Develop reliable and valid evaluative techniques for programs funded under LSCA.

IV. Task 2. Evaluate all programs at least on an annual basis.

IV. Task 3. Prepare annual evaluations for submission to Federal agencies as appropriate.

Objective V. To collect and disseminate information about LSCA programs/services statewide to the library community and general public.

V. Task 1. Collect information on model projects which can be replicated.

V. Task 2. Disseminate information concerning LSCA in DOL publications, media programs, and other publications as appropriate but at least once per year.

V. Task 3. Disseminate LSCA planning and program documents through DOL publications, public advertisement, and provide as requested.

POLICIES:

No LSCA funds are used for salaries of personnel administering the program, for rent or for indirect costs.

PROCEDURES:

All documents are prepared carefully and the objective is to meet deadlines. All inquiries are directly handled by the State Librarian's Office and all materials are available for public scrutiny at any time.

EVALUATION:

All programs are measured and evaluated statistically and reported to the U. S. Department of Education annually.

TITLE I - SERVICES TO URBAN LIBRARIES

This is not applicable in Vermont which has no city with a population over 100,000. Burlington, Vermont's largest city, has a population of less than 38,000.

TITLE II - FACILITIES

LSCA is intended to assist Vermont to establish, extend and improve public library service in areas that are without these services or in which these services are inadequate or inaccessible. The ultimate goal of LSCA Title II construction funds is to insure that the information and access needs of all Vermonters are adequately met in library space that is adequate and accessible to all ages and to the handicapped.

Construction includes the construction of new buildings, and acquisition, expansion, remodelling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities including architect fees and the cost of land acquisition. "Equipment" includes machinery, utilities and built-in equipment and any necessary enclosures or structures to house them; and such term includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

ASSESSED NEED:

Presently fewer than 10% of the communities in Vermont have adequate space for a wide range of public library services. For the most part only those libraries in larger more affluent communities have separate areas for adult and children's services. In the vast majority of Vermont libraries space limitations prevent extensive library programming, general library activities, and special services to the disadvantaged, the illiterate and the physically handicapped. In fact, it is safe to say that the majority of Vermont libraries have only enough space to house a limited number of library materials. Even more crucial is the concern for handicapped access with more than 50% of Vermont's libraries having serious physical barriers. Of course, over 20% of Vermont's towns have no library at all. In view of these circumstances a great deal of facility improvement is needed in every part of the state.

GOAL:

To expand and improve public library physical facilities to aid in the development of adequate library service to Vermonters of all ages.

OBJECTIVES:

Objective I. Identify those communities with inadequate facilities for library purposes stressing those with disadvantaged and isolated populations.

I. Task 1. Survey in DOL annual report for libraries in FY88 those communities with public libraries to find how many are physically inaccessible.

I. Task 2. Insure that all libraries and all municipalities are notified when funding is available. FY88-93.

I. Task 3. Insure that formal applications are sent to all communities expressing interest no later than sixty days after notification that the funding is available. FY88-93.

Objective II. Aid local communities lacking professional library expertise in developing library building and service programs.

II. Task 1. Insure that a State agency consultant is made available to any library requesting help in long term planning the expansion of facilities and programs. FY88-93.

II. Task 2. Work with communities to insure that the 50% of local matching funds are available and that all State and Federal regulations are understood. FY88-93.

II. Task 3. Make available a State agency staff member to insure that physical access requirements are met in every phase of each construction, expansion, and renovation project. FY88-93.

II. Task 4. Encourage communities to undergo a needs assessment and planning process before developing a facilities plan.

II. Task 5. Make available a State consultant to insure that all projects meet Minimum Standards for Vermont Public Libraries by the time the project is completed. FY88-93.

Objective III. Insure prompt allocation of funds to facilitate implementation and completion of construction projects.

III. Task 1. Establish policies, procedures, criteria and applications for operating the grant program. FY 88-93.

III. Task 2. Insure that local libraries have the opportunity to begin projects as soon as possible by allocating monies, if available, to completed applications each year at the June Board of Libraries meeting. FY88-93.

III. Task 3. Work with individual libraries to complete all necessary paperwork needed to begin construction within 60 days. FY88-93.

III. Task 4. Provide for a second round of grant awards to libraries each year at the August Board of Libraries meeting if funds are available. FY88-93.

III. Task 5. Insure that all funds are awarded to projects no later than August of each year in which monies are available. FY88-93.

III. Task 6. Insure that the actual construction on all library projects funded by LSCA II is initiated no later than October of each year that monies are available.

Objective 4. Work with each project throughout construction to insure that regulations and contract provisions are met.

IV. Task 1. Insure that all plans have been approved and contracts signed. FY88-93.

IV. Task 2. Insure that quarterly reports are filed on a timely basis. Ongoing.

IV. Task 3. Insure that changes in plans are approved by the State Librarian. As needed.

IV. Task 4. Insure that each project is periodically inspected by a state agency staff member.

IV. Task 5. Insure that payments are made on a timely basis to libraries who provide documentation that matching funds are used and regulations met. Ongoing.

IV. Task 6. Insure that all reports and audits are completed in a timely manner. Ongoing.

IV. Task 7. File all reports with U. S. Department of Education for project completion. Ongoing.

POLICIES:

The Department of Libraries supports and assists the development of adequate and quality public library facilities through the distribution and use of LSCA II funds. Every effort will be made to distribute funds to a variety of projects on a broad geographic basis.

Projects will be funded at a maximum level equal to no more than 50% of total project costs. No more than $100,000 will be awarded to any one single project.

PROCEDURES:

Public libraries may apply for LSCA Title II funds by completing the application forms developed by the Department of Libraries. Applications will be reviewed according to established procedures by Department of Libraries staff. Final decisions and awards will be made by the Vermont Board of Libraries. Based on the Congressional finding that "funding for construction of new libraries and renovation of existing libraries is essential to ensure continuation of library services for the public," there are several types of eligible activities that may be funded with LSCA II monies. These are:

a) Construction of new library buildings;
b) Acquisition, expansion, renovation or alteration of existing buildings for library purposes;
c) Remodeling of library facilities to meet the standards of the Architectural Barriers Act of 1968;
d) Remodeling of library buildings to conserve energy;
e) Renovation or remodeling to accomodate new technologies; and
f) Purchase of existing historic buildings for conversion to public libraries.

In addition to actual construction or renovation the following costs are eligible as part of the preceding types of activities:

a) Initial equipment
b) Architectural services within three years
c) Acquisition of land within three years

To administer Title II construction grants to local libraries the Department of Libraries will:

1. Review the grant process each year and revise as necessary. FY88-93.
2. Contact all public libraries in Vermont if funding is available. FY88-93.
3. Send applications to all public libraries showing interest in applying for construction funds. FY88-93.
4. Consult with local libraries and communities in planning and in following Federal and state regulations. Ongoing.
5. Review all applications to insure they are complete and all regulations are met. FY88-93.
6. Present all applications to the Board of Libraries with analyses and recommendations.

The final decision on awards will be based upon a combination of the above factors which, when looked at as a whole, produce a package of grants providing the greatest good to the library and information needs of the people of Vermont.

Applicants who have been denied approval of project requests or of payment of grant funds will be provided with the opportunity to appeal. A notice of appeal must be submitted in writing to the State Librarian within 30 days of the decision the applicant wishes to appeal.

Before the appeal panel is appointed, the applicant shall meet with the State Librarian or his representative to discuss details of the appeal. This meeting shall take place within 30 days of the appeal request. It is possible the matter will be settled at this meeting. If not, and the applicant wishes to continue the appeal, the State Librarian shall appoint an appeal panel of three members to consist of:

1. The Chairman or Vice Chairman of the Vermont Board of Libraries (to serve as panel chairman)

2. A member of the LSCA Advisory Council on Libraries

3. The President of the Vermont Library Association or the Vermont Library Trustees Association

The appeals hearing shall be scheduled within 30 days of the previously discussed meeting with the State Librarian. Evidence at the hearing may be both oral and written. The decision of the panel shall be the final decision at the state level. Copies of the decision shall be furnished in writing to the applicant and to the State Librarian not more than 10 days after the hearing.

<u>PRIORITIES</u>:

In awarding Title II monies the following priorities will be assigned to public library construction projects. Priorities are arranged in ranked order by priority.

1) New public libraries in areas where no library presently exists;

2) Library buildings in towns which lack adequate library facilities to provide quality and effective library services;

3) Library buildings in communities where long established public library services have been temporarily interrupted due to circumstances beyond the local municipalities control (flood, fire, snow, etc.);

4) Projects which correct physical barriers to accessibility in public libraries. Project design must meet minimum State and Federal accessibility standards;

5) Projects which propose remodeling to accommodate new technologies.

6) Projects designed to improve energy efficiency.

7) The purchase of existing historic buildings for conversion to public libraries. Projects in this category will not be considered unless they are structually sound and deemed suitable for library purposes.

Within each of the above priorities special consideration will be given to projects located in areas which have not previously received a grant under the LSCA Title II and to those communities with a high percentage of low-income households.

CRITERIA:

To insure the improvement of library services in Vermont, the following criteria will be used for evaluation of projects submitted:

1) Proposed project eligibility for LSCA Title II funding including at least some public tax support for the library submitting the application;
2) Proposed project commitment to provide at least 50% of the total project from local funds;
3) Proposed project location in an area presently having no public library service or grossly inadequate library service;
4) Proposed project must provide adequate gross square footage, seating and book capacity based on adopted community service standards for library and information services;
5) Preliminary drawings and plans indicate suitable spatial and functional relationships for the size of the community involved;
6) Community has agreed to all necessary assurances and has provided documented evidence that it will be able to fulfill adequate project operation;
7) Proposed project plans meet state accessibility standards;
8) Proposed project plans meet state fire codes & standards;
9) Energy projects must submit an energy audit with proposed plans;
10) Community submitting proposed project commits to meet minimum standards for Vermont public libraries upon completion of the project.
11) Project ready for construction within 150 days of grant award.

EVALUATION:

Projects will be evaluated on an ongoing basis throughout the project construction period by DOL staff basing evaluations on required quarterly reports, on-site inspections and communication with local personnel. The best immediate measure of success will be successful completion of the project with a completed and satisfactory audit. Long term measurements will include: 1) the degree of change in level, use, and emphasis of services at the local level, and 2) the availability of local programs and

services. Evaluations will be incorporated into annual programs and reports and into the Long Range Plan as appropriate.

TITLE III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

BACKGROUND AND ASSESSED NEED:

As we have previously stated, Vermont is a small, rural state. Library resources have never been abundant making interlibrary cooperation and resource sharing a critical necessity and priority for the past fifty years. Resource sharing in Vermont began in the 1920's and was given a significant boost in 1940 with the development of the Vermont Union Catalog which has added current acquisitions from that time to the present in a manual card format. The VUC now holds over 2.6 million individual locations for over 175 libraries of all types.

The Vermont Union Catalog provides the basis for the statewide Vermont Resource Sharing Network which is centrally coordinated by the Department of Libraries. The interlibrary loan system resulting from this cooperation works well and over 80% of the requests generated in Vermont are filled in-state successfully. When the OCLC-ILL national network is added to this, the system is able to provide information for 85% of the generated requests. The problem is that while out-of-state requests are automated, in-state ILL is still done manually and this has become cumbersome in that the number of ILL requests in Vermont have risen to over 100,000 per year.

Vermont has not advanced technologically as fast as the rest of the country. Vermont had no integrated automated library systems prior to fall 1986. No COM catalogs are available. The Department of Libraries catalogs on OCLC for 100 public libraries and offers computer bibliographic searching free of charge to every public library in Vermont. The Vermont Research Sharing Network was converted from teletype to electronic mail in 1984. Several public libraries have purchased microcomputers but only one of over two hundred is regularly using electronic mail. Only one public library in Vermont has converted its collection to standardized machine readable format.

The department in FY87 implemented a turn-key integrated library system that has networking capabilities which will accommodate communication with all sizes and types of libraries. This implementation results from a four year planning process that was conducted with the University of Vermont and Middlebury College. The initial goal was for all three institutions to choose a single vendor to bring about a single unified statewide library system. As the planning entered its final stages in 1985 it became apparent that the single vendor concept was not possible and alternate planning for a multi-vendor environment was instituted. The DOL, Middlebury College, and the Vermont State Colleges have chosen a common vendor, Data Research Associates, because of the systems networking capabilities. The University of Vermont has moved in a different direction. The multi-vendor solution offers new challenges for linking the systems into a statewide network with easy accessibility for the patron. The top priority for resource sharing in Vermont for 1988-92 is to implement a linked statewide automated network involving all types of libraries and further to accomplish this without harming basic services and the quality of interlibrary loan and resource sharing.

GOAL:

To improve resource sharing and cooperative access to library services and information regardless of location or format including the effective use of new technologies as they are developed.

Definition: "Interlibrary Cooperation" means the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers. 34 CFR 700.4 [c].

OBJECTIVES:

Objective I. To insure the efficient flow of information to all Vermonters by facilitating through the DOL Reference Services Unit the ongoing transfer of requests and materials between libraries.

I. Task 1. Maintain the quality of response to requests for both specific library materials and for subject information each year at least at the prior fiscal year level. FY88-92.

I. Task 2. Increase the use of commercial and state bibliographic database retrieval services for libraries participating in the Vermont Resource Sharing Network by 5% a year above the prior fiscal year level. Ongoing.

I. Task 3. Call at least one meeting each year of major libraries involved in network activities to identify problems, discuss solutions, and submit a report with recommendations to the State Librarian.

I. Task 4. Develop a plan to make available material in the most appropriate and efficient format including microformat, optical disk, or other form of electronic publishing.

I. Task 5. Develop a plan in FY88-89 for providing out-of-state interlibrary loans using the OCLC ILL Subsystem for public libraries participating in the routing project as soon as OCLC Inc. modifies the subsystem to accommodate such activity.

I. Task 6. Aid local librarians in improving interlibrary loan policies and techniques by providing at least one training session each year through 1992.

I. Task 7. Increase the number of libraries participating in the Vermont Resource Sharing Network by 1% each year.

Objective II. To increase access to library materials for all residents by implementing a linked statewide automated online library network incorporating all types of libraries by 1991.

II. Task 1. Establish a Technical Advisory Committee to plan and develop the specifications for vendor produced software to be implemented no later than December 1989 to link major integrated systems in a multi-vendor environment.

II. Task 2. Provide the telecommunications necessary to insure that the major automated resource collections are

networked in an elementary way and accessible to all libraries at the least cost possible no later than September 30, 1988.

II. Task 3. Evaluate the Vermont Union Catalog and make recommendations for automating its contents to the State Librarian no later than June 30, 1989.

II. Task 4. Work with the Technical Advisory Committee to evaluate and revise procedures and protocols for interlibrary loan in view of the implementation of a statewide automated network with recommendations no later than September 30, 1988.

II. Task 5. Develop a plan to begin the integration of local library holdings into a statewide database by June 30, 1989.

II. Task 6. Provide for a dedicated In-Watts "800" data line to insure free access to the statewide data base for material location for all libraries and users no later than September 30, 1989.

II. Task 7. Develop a microcomputer system for use in small libraries which can also be used to access the statewide database by September 30, 1988.

II. Task 8. Develop a grant program for FY89 to aid public libraries of all sizes to develop local integrated and automated systems that are compatible with the statewide network.

II. Task 9. Provide at least one multi-day training session each year to help local librarians become familiar with the statewide automated system, electronic mail and electronic information transfer.

II. Task 10. Investigate new uses of management statistics and online access to holdings statewide, within New England and nationally via automated library networks to bring about increased shared collection development.

II. Task 11. Use the automated online library network to help local libraries enhance their rules as facilitators to aid the public with library and information technology literacy.

II. Task 12. Provide consulting help for local libraries in planning and implementing local automated library systems.

Objective III. To develop and maintain new delivery systems for the transfer of library materials statewide.

III. Task 1. Explore the feasibility of statewide digital telefacsimile technology for the transfer of information with recommendations no later than September 30, 1988.

III. Task 2. Develop a plan to make available material in the most appropriate format including but not limited to microformat, optical disk or other forms of electronic publishing by June 30, 1988.

III. Task 3. Provide at least one demonstration and/or training session for local library personnel in the use of new formats each year.

Objective IV: To insure the efficient flow of information between libraries during the development of and transfer to a linked statewide automated library network.

IV. Task 1. Provide access to interlibrary loan in all communications formats (mail, phone, E-mail, online) to insure all libraries can easily participate in resource sharing.

IV. Task 2. Empower the Technical Advisory Committee to evaluate procedures and protocols for interlibrary loan in light of a statewide automated library network.

IV. Task 3. Assist local librarians to improve their knowledge of new procedures, policies and techniques by providing for training and procedural updates in each region in FY88-92.

IV. Task 4. Assist local public libraries with options for conversion of collections to machine readable format and development of local automated systems to insure statewide compatability.

Objective V. To provide for access to a state major resource collection/s of last resort to insure thorough treatment of every request from small libraries in a rural resource poor environment.

V. Task 1. Maintain the DOL/UVM Access Office at least at the FY87 level through FY92.

V. Task 2. Provide for a direct dedicated telecommunications link with the major resource collections of Middlebury College and the Vermont State Colleges no later than December 30, 1988.

Objective VI. To develop and maintain links with national networks, agencies and organizations to further resource sharing and information development in a small rural state.

VI. Task 1. Maintain at least at FY87 levels membership and participation in NELINET to insure access to the OCLC national data base for interlibrary loan and training purposes.

VI. Task 2. Maintain an annual membership in RLIN to make available information to search interlibrary loan locations and bibliographic data for libraries statewide.

VI. Task 3. Participate in cooperative training activities with both New England and northeastern states through the continuing support of the Interstate Library Compact.

POLICIES:

The purpose of this program is to continue cooperation and resource sharing in Vermont libraries of all sizes and types. To insure that the needs of all Vermonters are met the resource sharing network will continue to be operated on several levels. Traditional methods of resource sharing (mail, phone, etc.) for small rural libraries will be balanced with sophisticated online systems which will be implemented for libraries who wish to participate. The commitment is to meet the needs of all libraries and residents. A special effort will be made in the next five years to provide the statewide network with opportunities to introduce, become familiar and use the most current developments in technology as each is introduced into the market place. If funding is available, preference will be given to those projects which have the greatest potential to be compatible with the planned statewide integrated online network and the Automation Agreement developed in 1986 for participation in the network.

PROCEDURES:

All libraries are encouraged to participate in the Vermont Resource Sharing Network at whatever level is most appropriate for the local library to meet the needs of its patrons. No funds for special projects are available for FY87. However, if funding does become available in FY88-92, a special projects program will be developed. Projects will be judged in relation to how they fit with overall statewide planning for interlibrary cooperation as outlined in this plan.

Each project must demonstrate the involvement of at least two libraries of different types or integration with the statewide resource sharing network.

PRIORITIES:

Projects and programs which extend resource sharing in a given geographic area and guarantee compatibility with the Vermont Resource Sharing Network and the Vermont Automated Library System will be given priority.

CRITERIA:

A library resource sharing project must involve at least two libraries of different types as defined in the Library Services and Construction Act and its regulations or must be a project that brings a library or libraries into the existing statewide multitype system. At least one database in any proposed linkage must be multitype.

If funding is available, grant applications will be reviewed using the following guidelines:

1) compatability to and willingness to participate in the existing statewide Vermont Resource Sharing Network;
2) relevance to most recent revision of the Long-Range Program and guidelines for resource sharing;
3) evidence of adequate planning by project participants;
4) evidence that procedures and policies have been established to carry out the project;
5) evidence that the project, if involving automation, will support and implement national standards;

6) evidence that local officials support the planned activities both philosophically and financially; and
7) evidence of long range planning to ensure continuance of the project past the grant-funded period.

EVALUATION:

Funded projects will be evaluated by the grantee and the staff of the Department of Libraries. Statistical data on use of project, effect of project, and workload impact on the area involved will be required. Evaluations will be incorporated into the Long Range Program only as appropriate.

APPENDIX A

MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARIES

MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARIES

A RATIONALE

The following standards outline elements essential to the provision of community-oriented public library service in Vermont. Librarians, trustees, government officials and the public may use these standards as aids in evaluating and improving library service.

Vermont and its libraries and library system are unique, and its residents deserve responsive library service that is tailored to their needs. In many Vermont public libraries of all sizes, careful, continuous planning and self-evaluation have combined with the creativity, concern and commitment of librarians, trustees and citizens to provide excellent service.

Vermont's standards in their present form were developed in 1971. Subsequent revisions have continued to emphasize four essentials: public service, public access, interlibrary cooperation, and community involvement. In order to be flexible and useful to the diverse libraries in the state, the standards have stressed philosophical approaches to service.

Minimum standards offer criteria and direction for assessing and upgrading local library service. The standards provide a base from which libraries in even the smallest Vermont communities can proceed to improve service. Over the years, many Vermont libraries of varied sizes have developed innovative methods of meeting standards.

Meeting standards does not in itself guarantee adequacy of service. Some Vermont libraries, regardless of size or location, will consistently meet standards, yet will find that they need to do much more self-assessment and planning to remain responsive to their communities.

Meeting standards is purely voluntary. The Department of Libraries provides services to all public libraries, whether they meet standards or not. It may, however,

offer additional services to those public libraries which meet standards. The Department is eager to assist libraries in meeting standards and, once they are met, in continuing self-evaluation.

This document was developed by a committee of state library board members, Department of Libraries staff, and representatives of the Vermont Library Association and the Vermont Library Trustees Association. The committee considered written recommendation from the Vermont library community and held public hearings during its year-long revision process. State and federal regulations were included where applicable.

MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARIES*

The public should have access to library services.

The library

1. is open for service to all ages throughout the year at least 14 hours a week, including at least 4 hours after 5 pm or on weekends.

2. has a sign with the library's name clearly visible from the street and has hours of service posted in a location accessible to the public at all times.

3. has a telephone listed under the library's name.

4. is willing to serve all Vermonters. Basic library services are provided free of charge to all residents of the town or designated service area. Nonresident support not to exceed local per capita tax support may be charged. (Fines or deposits may be levied. Privileges may be denied irresponsible borrowers.)

5. serves the handicapped.

6. has cataloged its collection to allow public access.

A public library draws support from its community and should spend its money responsibly.

The library

7. receives and expends total local support of at least $3.00 per capita, of which at least some is local tax support. Documented in-kind contributions may be included.

8. has separately designated budget items for adult and children's library materials (books, periodicals, tapes, sound recordings, films, etc., not including supplies).

9. expends for library materials either (a) at least 15% of the total library operating expenditures or (b) at least $1.00 per capita.

10. budgets funds to reimburse staff for attendance at workshops or professional meetings, as well as travel to the regional library to select supplementary collections.

* Approved by the Vermont Legislative Administrative Rules Committee, September 25, 1986

Public libraries should cooperate with other libraries to broaden their services.

The library

11. contributes catalog cards at least annually to the Vermont Union Catalog.

12. supplies all statistical data required by the Department of Libraries.

13. communicates and cooperates with its local school library and other area libraries.

14. communicates and cooperates with its regional library, including sending a representative to the regional library, as needed, to select supplementary collections of books.

15. is willing to loan and borrow materials through the statewide interlibrary loan network according to the Vermont Interlibrary Loan Code.

A public library must have a librarian responsible for its overall operation.

The librarian

16. is responsible for carrying out the policies of the board of trustees and takes an active role in policy development, planning and budgeting.

17. is not a trustee of the library, but attends board meetings.

18. and staff (except volunteers) receive at least the federal or state minimum hourly wage (whichever is higher) and are covered by Social Security, according to federal law. The library may be staffed entirely by volunteers.

19. possesses either a library science degree or a Vermont certificate of library training; or has actively worked toward one of these in the past twelve months.

20. is responsible for collection development, including materials selection and weeding.

The board of trustees represents the community and is responsible for policymaking.

The board

21. is responsible for assessing community needs, developing responsive plans of

service, and evaluating library performance.

22. has adopted and annually reviews a written policy including:

a. a statement of purpose,

b. affirmation of principles of intellectual freedom,

c. confidentiality of library records,

d. collection development guidelines.

A copy of the current policy must be filed with the Department of Libraries.

23. has a written job description for the librarian and evaluates the librarian's performance at least annually.

24. includes the librarian in all meetings with the exception of executive sessions.

25. meets at least every three months in meetings warned and open to the public, according to the Vermont Open Meeting Law (1 V.S.A. 312-317).

26. makes an annual financial and statistical report to municipal authorities and the public, which is included in the town, city or village report.

27. has at least one member appointed by municipal authorities or one member publicly elected at a duly warned town, city, or village election.

A "community" library (a combined school-public library) or a public library located in a school or other multi-purpose building (town clerk's office, senior center, etc.) must make special effort to meet the needs of the general public.

Such a library

28. provides ready public access by being in a location convenient to all users, by having an entrance directly accessible by the public, and by having its own telephone listed under the library's name.

29. provides materials and reading space for all ages.

30. conducts public relations and/or sponsors programs specifically aimed at those who might not readily come to the facility (In a school setting, this would include preschoolers and adults; in a senior center, this would include children; etc.)

31. is administered year-round by a librarian who is responsible for serving the total community.

32. has a board which represents the community served (In a school setting, no more than half of the board members may come from the school sector) and addresses the unique division of responsibility resulting from the shared situation.